About UTAM
University of Toronto Asset Management ("UTAM") is the investment manager for the University of Toronto’s Pension, Endowment and short-term working capital assets. UTAM manages over $10 billion in assets with a team of more than 20 professionals. UTAM invests globally across a variety of asset classes using a wide range of strategies. Our sole focus is to invest university assets. Please refer to https://utam.utoronto.ca/ for more information about us.

The Position:

Job Title: Analyst, Operational Due Diligence
Reports to: Director, Operations
Location: Toronto, ON

Position Description
The Operational Due Diligence Analyst reports to and works closely with the Director, Operations to execute UTAM’s OpDD program and related activities. The Analyst is responsible for organizing and assisting in operational due diligence reviews of potential new and existing external investment managers across all asset classes and key service providers, as well as specific accountabilities described below. The Operational Due Diligence program identifies, assesses, monitors, and reports on organizational risks associated with fund investments, external investment managers, and key service providers. As well as coverage of certain external investment managers solely by Operational Due Diligence staff, we work with external due diligence consultants to support our program.

The Analyst will have the opportunity to develop their diligence skills in undertaking progressively more challenging areas of review, actively participating in report writing, presentation to the Management Investment Committee (the approving body for investment allocations to external investment managers), and the management of operational risk issues.

Accountabilities
• Coordinate, prepare for, and participate in undertaking operational due diligence assessments that may be either desk-based, by onsite visit, or update calls as necessary to meet the requirements of the program. In this process, you will analyze and assess personnel, documentation, systems, policies, controls, conflicts of interest, etc., including those specific to Organization, Governance, Compliance, Trading, Cash Controls, Valuation, Technology, etc.
• As part of the assessment process, as necessary:
  • Coordinate activities with third-party diligence service providers.
  • Issue requests for information and questionnaires to investment managers and key service providers; review materials provided in response, identifying issues.
  • Coordinate meetings and calls.
  • Prepare clear and concise written notes from onsite visits and update calls, including documentation of follow up items.
  • Maintain OpDD program information for internal reporting and in our document management system.
• Coordinate the conduct of background checks.
• Assist in the preparation of reports to the Management Investment Committee.
• Prepare quarterly operational due diligence program status reports for the Management Investment Committee.
• Contribute to maintaining strong cross-team relationships with our Investment team.
• Coordinate the review of pooled fund audited financial statements with diligence service provider and internal staff.
• Maintain an awareness and understanding of emerging issues via industry contacts, webinars or industry-specific conferences, etc., that may affect the operations of investment managers and key service providers, and incorporate such considerations, in consultation with the Director, Operations, into diligence questionnaires and work plans.
• Occasional travel may be required.

Qualifications and Experience
The suitable candidate will have relevant financial industry experience, strong technical, analytical and communications skills and have a back office background with an investment manager or an operational due diligence background.

• Undergraduate or post-graduate degree in business, finance, accounting, or other related discipline.
• Two or more years of relevant work experience, which may be in operational due diligence, accounting, audit, valuation, investment operations, compliance, or risk, preferably at an investment management firm, investment allocator, or accounting/audit firm.
• Progress towards, or completion of, relevant professional qualifications such as CPA, CFA.
• Strong written and oral communication skills.
• Sound judgement and close attention to detail.
• Strong prioritization, organization, and time management skills.
• Ability to work in a fast-paced environment and manage multiple initiatives or projects concurrently.

Compensation
Competitive compensation package in the form of salary, annual bonus, vacation allowance, etc. In addition, UTAM offers a comprehensive benefits package, including a defined-benefit pension plan.

APPLICATIONS
To apply, please send your resume and a cover letter in Word or PDF format to careers@utam.utoronto.ca

Copy and paste the following job title and code and place it in the subject line of your email so we can identify the position you are applying for: Analyst, Operational Due Diligence (APPLY)