About UTAM
University of Toronto Asset Management Corporation (‘UTAM’) is the investment manager for the University of Toronto’s Pension, Endowment and short-term working capital assets. UTAM manages over $11 billion in assets with a team of more than 25 professionals. We invest globally across a variety of asset classes using a wide range of strategies. Our sole focus is to invest university assets.

The Position:

Job Title: Analyst, Investment Operations

Type: Contract position – Nov 2020 to Dec 2021

Reports to: Director, Operations

Location: Toronto, ON

Job Description
UTAM is seeking an Investment Operations Analyst (“Analyst”) for a contract position starting as soon as possible running up to December 31, 2021. In this position, you work closely with, and under the supervision of, two Investment Operations Managers.

Investment Operations’ activities involve the oversight and management of functions to calculate portfolio NAV, cash movement, trade settlement, and management reporting. It is also responsible for working with internal/external parties, including the custodian and the private markets administrator to resolve issues related to custody and accounting activities. The team operates under a high standard of excellence with respect to serving internal and external clients in accordance with established control standards and expectations of timeliness, completeness, and accuracy.

Accountabilities
- Prepare custodian and accounting transaction instructions.
- Reconcile transaction instructions to custodial records for completeness and accuracy.
- Update internal cash projection data to manage client portfolios’ liquidity requirements.
- Update internal records of client portfolios’ deposits and cash equivalent investments.
- Retrieve pooled fund administrator statements and pooled fund estimated returns; process as directed.
- Assist in the monthly book close process.
- Contribute to maintaining strong cross-team relationships with other internal teams.
- Other responsibilities and ad hoc assignments as 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, investment allocator, or fund administrator.

- Undergraduate degree in business, finance, accounting, or other related discipline.
- Two or more years of work experience in accounting or investment operations.
- Fund accounting experience, specifically in relation to pooled fund investments, swaps, futures, and FX forwards.
- High proficiency in Excel and Word.
- Experience using an enterprise-level accounting system (double-entry accounting) and/or portfolio management system.
- Progress towards, or completion of, an accounting designation.
- Strong communication (verbal and written) and interpersonal skills.
- Hardworking, detail-oriented and organized.
- Ability to work independently as well as perform effectively in a small team environment and to manage multiple initiatives or projects concurrently.

COVID-19 Considerations
Due to COVID-19, UTAM is currently operating on a remote working basis. If you are selected for an interview, it will be conducted by video conference. Should you be successful, you will be provided with appropriate technology and training to work remotely for as long as necessary. We would expect to be able to return to working from the office sometime in 2021, and this will be managed with regard to public health advisories and other considerations, etc.

Compensation
Hourly rate will apply based on an 8-hour working day.

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

Please include your name and the job title in the subject line of your email.