

About UTAM

University of Toronto Asset Management (“UTAM”) is the investment manager of the University of Toronto’s endowment and short-term working capital assets. We are a high-performing and collaborative organization committed to bringing value to the university. We invest globally across various asset classes, applying a clear set of responsible investing principles. Please refer to <https://utam.utoronto.ca/> for more information about UTAM.

The Position:

Title:	Analyst, Investment Operations
Type	Full-time, permanent
Reports to:	Senior Manager, Investment Operations
Location:	Toronto, ON (hybrid working options currently available)

Summary

This position is within a three-person team of analysts that reports to a Senior Manager. Investment Operations is responsible for instructing portfolio investment transactions, maintaining appropriate levels of cash and margin, facilitating monthly book close, supporting client financial statement preparation and external audit, overseeing the work of the custodian, and other related 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.

Responsibilities

- Prepare custodian and accounting transaction instructions.
- Reconcile transaction instructions to custodial records for completeness and accuracy.
- Maintain cash projection data to manage portfolio liquidity requirements.
- Maintain records of deposits and cash equivalent investments.
- Monitor margin cash balances for the futures program.
- 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.

Requirements 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.
- 2 + years of fund accounting or investment operations experience, specifically in relation to pooled fund investments, swaps, futures, and currency forwards.
- Undergraduate degree in business, finance, accounting, or other related disciplines.
- Progress toward achieving either the CPA or CFA designations is preferred.

- Strong Excel skills with the ability to learn other analytical tools. Progress towards, or completion of, an accounting designation, is an advantage.
- Strong written and oral communication skills are essential.

Personal Characteristics

- Unquestionable ethics and integrity.
- Motivated and hardworking, detail-oriented and organized.
- Eager to learn.

Compensation

A competitive total compensation package is offered, including a defined-benefit pension plan and financial and paid leave support in completing either CPA or CFA designations.

Diversity Statement

UTAM is strongly committed to diversity and especially welcomes applications from racialized persons/persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in pursuing our mission.

Accessibility Statement

UTAM is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact humanresources@utam.utoronto.ca

To Apply

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. **Submit your resume and a cover letter** explaining how your qualifications and experience make you a suitable candidate for this position to careers@utam.utoronto.ca. Include “**Your Name – Analyst, Investment Operations**” in the subject line.

/End