



JOB TITLE: Fund Analyst
DEPARTMENT: Guardian Capital LP (“GCLP”)
REPORTS TO: Senior Manager, Fund Operations
LOCATION: Commerce Court West, 199 Bay Street, Toronto

JOB STATEMENT:

Reporting to the Senior Manager, Fund Operations the main responsibility of this position is to support all fund operations for Guardian Capital LP, overseeing administrative responsibilities for the pooled funds, mutual funds, liquid alternative, exchange-traded funds, offshore funds, and the real estate fund managed by Guardian. Key attributes for a successful candidate are supervisory experience, organizational skills, along with expert knowledge of funds.

The position will have numerous tight deadlines throughout the day and manage ongoing projects to support the expansion of Guardian Capital LP retail business with a wide mandate of duties.

ESSENTIAL FUNCTIONS:

Trade Operations

- Maintaining the IBOR system (Pacers);
- Daily custody cash and position reconciliation;
- Managing the trade flow;
- Maintaining and opening local markets with custodian;
- Calculating hedge ratios;
- Reviewing margin or collateral requirements; and
- Calculating iNAV and associated custom baskets as required.

Fund Operations

- Managing the daily fund operations related to NAV with 3rd party service providers;
- Reviewing and authorizing fund payments;
- Coordinating annual review of MER with the Senior Management team and provide input on estimated MER;
- Calculating profitability of each fund and forecasting;
- Calculating any management fee rebates;
- Calculating and review performance fees or carried interest;
- Monitoring fund expense and perform quarterly expense analysis;
- Coordinating complex transactions and any fund accounting activities;
- Periodically updating and reviewing operational procedures;
- Relationship management with all 3rd party service providers;
- Coordinating new fund launches and fund activities;
- Serving as a subject matter expert to support internal parties within Guardian Capital LP;
- Supporting prospectus renewals;
- Coordinating record keeping for investors; and
- Coordinating the annual audit.

Distributions and Tax

- Calculating of monthly, quarterly, annual fund distributions;
- Monitoring tax positions related to income and capital gains;

- Coordinating annual taxable distributions;
- Coordinating annual reporting of T3 to internal and external parties;
- Coordinating annual PFIC reporting;
- Reviewing T3 returns; and
- Coordinating HST calculation and blended rates.

Financial Reporting

- Responsible for interim and annual financial statements and MRFP;
- Supporting ETF and Fund Facts creation;
- Assisting internal Guardian Capital LP parties to disseminate reporting; and
- Assisting in fund performance review.

QUALIFICATIONS:

- Post-secondary degree in business, or equivalent
- Minimum of 2 years of experience within the investment industry focusing on pooled fund administration
- Successful completion of the Canadian Securities Course is an asset
- Strong investment fund accounting, custody, and record keeping knowledge
- Exceptional knowledge of Microsoft Excel; VBA and python experience are an asset
- Strong tax understanding
- Effective problem-solving skills with the ability to work independently
- Strong interpersonal and organizational skills as well as the ability to work towards deadlines

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to careers@guardiancapital.com.

Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.