



JOB TITLE: Senior Legal Counsel
DEPARTMENT: Compliance, Guardian Capital Group Limited (“GCG”)
REPORTS TO: Vice-President, Legal
LOCATION: Commerce Court West, 199 Bay Street, Toronto

JOB STATEMENT:

GCG seeks an experienced Senior Legal Counsel to join its team in Toronto. This individual will provide legal advice and services to GCG and its affiliated companies. The individual will be a key contributor on a wide variety of legal matters and provide direct, day-to-day legal and operational support to the firm’s various business units, including high net worth investment management, institutional investment management, financial advisory (IIROC/MFDA), and investment funds. Departments requiring legal support include operations, compliance, marketing, portfolio management, product development, trading, client relationship management, advisor relations, business development and human resources.

ESSENTIAL FUNCTIONS:

- Supporting GCG’s affiliated private wealth and high net worth management firms with contracts, analysis, and regulatory engagement;
- Drafting and negotiating investment management agreements, commercial contracts, corporate records, policies and procedures and a variety of other legal documents;
- Providing legal support in connection with the offer and sale of pooled investment funds, including work on offering documents and associated filings;
- Reviewing and revising public documents in light of applicable regulatory requirements;
- Working closely with the Compliance team to respond to regulatory changes;
- Providing support on the management of legal and business risks;
- Managing the engagement of external counsel;
- Assisting with the governance of various corporate and other entities within the group; and
- Managing or participating in special projects, as assigned.

QUALIFICATIONS:

- Law degree from a recognized university and a member in good standing of the Law Society of Ontario
- 5-7 years of experience in an in-house legal department or law firm
- Direct experience in the financial advisory, investment management or investment fund industry, with working knowledge of Canadian laws and regulations applicable to the securities industry, registered investment advisers and dealers, and investment funds
- CFA or CIM designation, or completion of other securities or insurance industry courses and programs, an asset
- Experience in the US, European or other international markets, an asset
- Excellent oral and written communication skills, and keen attention to detail
- Excellent organizational skills, self-motivated and able to work efficiently and effectively, both independently and in a team environment

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.