



Career Opportunity

December 2021

Job title: Senior Compliance Officer
Location: Edmonton, Alberta or Toronto, Alberta
Available Positions: 1

Work from where you feel most comfortable – Edmonton or Toronto.

Job Summary:

Are you naturally curious and known to dig deep into details? If you have answered, yes, and have an interest in a wide range of investment vehicles, this is your next career move!

Starting day one you will play a critical role in assessing, monitoring and reporting on non-investment risk associated with AIMCo's externally managed investment portfolios including direct and co-investments. Working with a variety of internal stakeholders, you will uphold AIMCo's commitment to Doing Business the Right Way and will perform initial and on-going operational risk assessments of externally managed portfolios supporting investment decisions. Leveraging deep knowledge of institutional investing, you will be focused on identifying areas of efficiencies and innovation in operational due diligence. In this role, you will have direct access and work closely with a variety of investment deal teams.

Responsibilities Include:

- Performing ongoing monitoring and analysis on existing external managers
- Performing operational due diligence reviews via on-site visits (once circumstances permit) and desk reviews
- Reporting results of operational due diligence work and program to Compliance management and internal investment teams
- Drafting operational due diligence memos based on insights from on-site visits and review of documentation (desk reviews)
- Establishing and maintaining effective working relationships with internal stakeholders and external fund managers
- Assessing current processes and recommending appropriate enhancements to adapt to changing business requirements
- Developing process documents and guidelines to continue to elevate the operational due diligence program

Success:

The successful Senior Compliance Officer will play a key role in developing and implementing the Operational Due Diligence Framework.



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Our Ideal Candidate:

- Bachelor's degree in Commerce, Finance or Mathematics or another related field supplemented by designations such as CPA, CFA, CAIA and CFE
- 3+ years of experience performing operational or investment due diligence of investment managers across multiple asset classes (e.g., hedge funds, private equity, real estate, fixed income, private credit, mortgages).
- Superior understanding of financial markets, institutional asset management, investment regulations, complex investment strategies, investment process and best practices relating to internal controls and procedures
- The ability to influence senior management and peers, be comfortable speaking up and providing counterbalance, while simultaneously maintaining collaborative relationships
- The ability to multi-task and exhibit high attention to detail and accuracy
- Availability to travel internationally
- Demonstrates a strong commitment to AIMCo's core values of excellence, transparency, humility, integrity and collaboration, and inspires the same in others

About AIMCo:

AIMCo is one of Canada's largest and most diversified investment managers, with over \$150 billion of assets under management for 32 clients, a diverse group of Alberta public sector pension plans, endowment funds, and government accounts representing all Albertans.

We are guided by the core values of excellence, transparency, humility, integration and collaboration.

AIMCo is mindful and responsive to actively evaluating, assessing and optimizing risk to achieve superior performance for Albertans. We believe that every employee is empowered and accountable for managing risk.

Please submit your resume or CV to be considered for this opportunity. We are excited to meet you and will be in touch with any questions.

NOTE: Final candidates will be asked to undergo a security screening, which includes a credit bureau and a criminal record investigation, the results of which must be acceptable to AIMCo.