

Analyst Job Description

SGGG Fund Services Inc. (SGGG-FSI) is currently seeking to fill a full-time permanent position for the role of Analyst (Corporate Actions), in the Process Analytics & Enhancements (PA&E) department. This team deals primarily with Corporate Actions, Onboarding, and other Fund Valuation support.

Under the direction of the Supervisor, responsible for a variety of duties which will also consist of assisting with Corporate Actions, Security Master, and Valuations. This position requires knowledge of the investment fund industry from operations, technical, business process perspectives and management skills. The successful candidate will have a continuous improvement mindset, the ability to work with teams across the organization, and proven experience going above and beyond client expectations.

Core Responsibilities

Overall

- Develop a professional and productive relationship with existing and potential clients, auditors and SGGG-FSI staff.
- Keep management informed of any and all issues that could have an impact on current processes.
- Work to continually improve the processes associated with your assigned functions.

Corporate Actions

- Research and prepare Corporate Action templates in accordance with the prospectus, circular, and or tax filing requirements and regulations.
- Liaise with the Fund Valuation team to obtain the necessary documents to understand and provide clear next steps, or obtain any missing information.
- Ensure all procedures are, without exception, followed accurately and consistently, and proper back-up is included within the corporate action package.
- Ensure the databases are accurately maintained.
- Provide list of corporate actions to Fund Valuation team upon request.

Security Master

- Create new securities as per backup provided by Fund Valuation.
- Update missing RICs for existing securities.
- Ensure all procedures are, without exception, followed accurately and consistently, and proper back-up is included within updates to securities.

NAV Preparation

- Prepare valuation packages for new funds, including daily, weekly, and monthly NAVs.

- Ensure absolute accuracy with pricing, corporate actions, dividends, fund specific accruals, etc.
- Ensure all procedures are, without exception, followed accurately and consistently, and proper back-up is included within the valuation package.
- Ensure capital stock transactions are recorded accurately and reconciled with URK reports.
- Ensure proper procedures are in place for NAV delivery to clients, URK and third parties.

Other

- Keep informed of any new legal, regulatory, or industry changes that may impact day-to-day work.
- Work to continually improve the processes associated with your assigned functions.
- Other ad-hoc tasks as required.

Qualifications

Essentials

- Relevant post-secondary education
- Strong understanding of accounting principles and concepts
- Advanced Microsoft Office skills – particularly Excel
- Thrives in a fast pace working environment with competing deadlines.
- Work with minimal supervision to prioritize and manage work
- Ability to work independently as well as an effective member of a team.
- Superior communication and interpersonal skills.
- Excellent customer service skills.
- Clear and fluent communication skills. (written, verbal)
- Strong attention to detail.

Asset

- Relevant professional designation (CPA or CFA)
- CSC or IFIC Mutual Funds Operations course

About SGGG Fund Services Inc.

[SGGG Fund Services](#) is Canada's largest independent administrator of alternative funds with \$80 billion (CAD) under administration. Using Diamond, our proprietary fund administration software, SGGG-FSI's 370 employees provide full-service fund administration to clients from our headquarters in Toronto and affiliate offices in Cayman, the United States, and India. Our vision is to be the first choice for fund administration.

We have repeatedly earned Top Hedge Fund Administrator at the [Canadian Hedge Fund Awards](#), and have been named to several national [Great Place to Work](#) lists, including:

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|--|--------------------------|
| • 14 th Overall in Canada | • Best for Inclusion |
| • Best in Ontario | • Best for Today's Youth |
| • Best in Financial Services & Insurance | • Best for Women |
| | • Best Managed by Women |

Our total compensation package includes a competitive base salary, an annual bonus, health and dental benefits for employees and their families, life + AD&D + travel insurance, and a group retirement plan. We encourage and support professional growth, career development, and learning opportunities for our staff.

Our office is in the heart of downtown Toronto. We have adopted a hybrid work model that offers great flexibility between working remotely or in the office.

How to Apply

Please submit a resume to resumes@sgggfsi.com with the subject line “Analyst (Corporate Actions)”

- Number of positions: 1
- Submit your application ASAP
- Anticipated start date: February 2024
- Hire contingent on successful completion of a background check (employer paid)

SGGG-FSI supports a workplace that respects diversity and inclusion. We appreciate the unique perspectives and experiences each of our employees bring to the job, and our success is underpinned by their contributions to our culture and our values.

SGGG-FSI welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.