

Senior Analyst Job Description

SGGG Fund Services Inc. (SGGG-FSI) is currently seeking to fill a full-time permanent position for the role of Senior Analyst (Valuations & Onboarding), 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 of PAE, the Senior Analyst is responsible for a variety of duties which will also consist of assisting with Onboarding, Valuations, Corporate Actions & Security Master. 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.

New Fund Setups & Conversions

- Setup new funds on our internal system, Diamond, as per legal offering documents. This includes setting up the NAV calculation schedule (management fees, performance fees, etc.), expense accruals, any special pricing procedures, Diamond setups, tax calculations, and other schedules as required, ensuring requirements adhere to the SGGG Service Agreement with the Fund Manager.
- For fund conversion-ins, liaise with previous administrator to gather appropriate back-up so that SGGG can accurately value the fund.
- Interpret reports received for conversions and import information onto Diamond.
- Build client relations and ensure client queries are responded in a timely manner as per company policy.

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 proper procedures are in place for NAV delivery to clients, URK and third parties.
- Review and analyze valuation packages for new funds to ensure accuracy.

Other

- Review new securities as per backup provided by Fund Valuation Team.



Fund Administration Since 1997

SGGG

FUND SERVICES INC.

- Review missing RICs for existing securities.
- Research and prepare more complex corporate action templates in accordance with the prospectus/circular/tax filings.
- Analyze and review corporate actions templates prepared by the team.
- Prepare, analyze, and review year-end distribution calculations, distribution factors, and T3s.
- Provide comprehensive training to new and existing employees.
- Participate in user testing for TECH development items.
- Stay informed of any legal, regulatory, or industry changes that may impact day-to-day work.
- Develop a professional and productive relationship with SGGG-FSI staff.
- Other ad-hoc tasks as required.

Qualifications

Essentials

- 2 + years of Fund Administration.
- Post-secondary education in a relevant field.
- Work with minimal supervision to prioritize and manage work.
- Advanced Microsoft Office skills – particularly Excel.
- Thrives in a fast pace working environment with competing deadlines.
- 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, CFA).
- Relevant professional designation.
- 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:

- 14th Overall in Canada
- Best in Ontario
- Best in Financial Services & Insurance
- Best for Inclusion



- Best for Today's Youth
- 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 "Senior Analyst (Valuations & Onboarding)"

- 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.