



**Job Title:** Investment Operations Analyst

**Overview:** Reporting to the Manager - Operations, this individual will be responsible for overseeing the day-to-day investment operations for the High Net Worth (“HNW”) business unit. In addition to this, the Investment Operations Analyst is responsible for building and maintaining key outsourced service relationships (Recordkeeping, Custody, etc.). Lastly, this individual builds and promotes strong relationships within the Operations Department and other internal teams.

**Company Profile:**

Foyston, Gordon & Payne Inc. is a value-oriented investment counseling firm located in Toronto. The company manages assets on behalf of institutional and high-net-worth clients across the country. More information on the company can be found at [www.foyston.com](http://www.foyston.com). Foyston, Gordon & Payne Inc. is an equal opportunity employer and is committed to diversity, equity and inclusion. We are committed to fostering an inclusive, equitable, and accessible workplace where every team member feels valued, respected, and supported. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We welcome and encourage applications from individuals with disabilities; accommodations are available at all stages of the recruitment process, at the candidate’s request. Please send resumes to [humanresources@foyston.com](mailto:humanresources@foyston.com).

**Responsibilities:**

- Cash projection management for HNW accounts
- Reconciliation of cash, security positions and book values
- Foreign exchange of currencies for HNW accounts
- Manage on-boarding / off-boarding and transfers of client and staff accounts
- Raise cash for quarterly and ad-hoc management fees
- Prepare year-end (Q1) taxes and ad-hoc reporting packages for high-net worth clients:
  - Work with the Marketing Department to update website with tax timelines
  - Verify T4RSP, ROF, LIF, R16, NR4, TFSA data from FGP’s recordkeeper
  - Prepare client RIF letters
  - Create and mail client tax packages
- Annual FATCA and CRS filings
- Ongoing review of workflow processes and work with peers to enhance and document changes within written procedures
- Provide back-up coverage for other Operational roles, which may include:
  - Cash management and reconciliation of Pooled Funds and Institutional accounts
  - Security pricing and maintaining internal securities database
  - Post pooled fund subscriptions and redemptions in portfolio management system
  - Reconcile and post trades from FundServ system
  - Communication with brokers and custodians on settlements processing of Equity and Fixed Income trades
- As a small company, it is key that the individual becomes trained in all aspects within their respective business unit.

**Key Attributes and Experiences:**

- Experience with portfolio management systems
- Understanding of custody and recordkeeping
- Working knowledge of equity and fixed income products
- Moderate Excel experience (macros, lookups, etc.) is required
- Knowledge of investment account types and registered plans (RRSPs, TFSAs, RRIF, LIFs, RESPs etc.)
- Team player; able to work with colleagues in Client Servicing, Compliance, Trading, and other departments

**Education and Experience:**

The ideal candidate will have a minimum of 3-5 years of investment operations experience, working for an investment management firm or a financial institution. The ideal candidate should have:

- University or College Graduate
- Canadian Securities Course or Investment Funds Institute of Canada course