



Are you ready for a change? CN Investment Division is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. With over \$19 billion in assets, we actively manage the pensions of over 50,000 pensioners and pension plan members. This important mission drives our teams and our vision each and every day.

As a part of the CN Investment Division team, you will always be learning, adapting and creating solutions to keep pace in a changing world. You will also work in a flexible, inclusive, and equity-focused environment with lots of room to thrive and grow your career and skills.

Join our team and be part of something great.

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## Position: Junior Analyst - Middle Office Operations (12-month contract)

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### Current Opportunity

CN Investment Division is an inclusive and equity-focused environment with many opportunities to learn and grow at all levels of the organization. In this role you will work closely with the Manager of Middle Office Operations and his team. You will ensure timely cash or trade processing and settlement of the investment activities and other related activities. You will also assist with the preparation of documentation related to non-marketable investments, brokers, banks and various counterparties in addition to identifying, implementing and maintaining controls to mitigate operational risks and ensuring compliance with internal policies.

If you are a strong team player with excellent communication skills, strong problem solving and analytical skills, and have attention to detail, then this is the job for you! As an organized, self-motivated and flexible individual, you are able to meet deadlines, especially at peak times, and have an excellent work ethic.

This is a position that will enable you to grow and get to know our dynamic organization and industry.

### Primary Responsibilities

- Coordinate Cash and Trade settlement activities
  - prepare accurate cash forecasting reports and balances
  - ensure all trades are accurate and transmitted to brokers and custodians and prepare cash movement/instructions to the custodian on a timely basis
  - monitor collateral/margin calls and counterparty risk limits with brokers and counterparties
  - perform various administrative functions
- Support non-marketable investment activities in the preparation, updating and validation of all documentation relating to the opening of new markets, accounts, brokers, counterparties, non-marketable securities and derivative products
- Make recommendations on improvements to the trading system and re-engineering of workflow processes (i.e., cash flow forecasting) to improve efficiency and to mitigate operational risks
- Provide support to the team and act as a resource person for various projects related to investments or special requests
- Participate in major projects related to the implementation or upgrade of trading systems

### Professional Requirements

- Undergraduate Degree in relevant subjects such as Finance, Business Administration or a related discipline

- Successful completion of the Canadian Securities Course is considered an asset
- 2 to 5 years of relevant experience in the securities industry and/or operations, in a back-office environment
- Experience with a trade order management system is considered an asset (i.e., Bloomberg AIM or equivalent).

### Desirable Skills and Aptitudes

- Strong understanding of the trade execution and settlement flow involving custodian, brokers, traders and back office
- Sound understanding of the investment industry with basic accounting and risk management knowledge
- Independent thinker with conceptual thinking aptitude who can work autonomously as well as with a diverse team, and who exhibits strong problem-solving skills
- Quick learner with an eagerness to work in a highly collaborative, cross asset-class team in a high performing culture
- Strong computer aptitude with proficiency in Microsoft Office (Excel, Word, Outlook)
- Ability to analyze and recommend process enhancements
- Excellent communication and teamwork skills and ability to engage and consult with a wide variety of partners
- Strong problem solving and analytical skills with attention to detail
- Able to adapt to a dynamic environment with daily deadlines with various priorities/time constraints throughout the day
- Knowledge of derivatives is considered an asset
- Familiarity with Bloomberg or other trading system is considered an asset
- Bilingual (French and English)

If this position sounds like you, we would love to hear from you! Please send your application by July 15, 2022 via email to [jobs@cnid.ca](mailto:jobs@cnid.ca). The information received will be treated in strict confidence.

The Division values diversity and is committed to employment equity. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sexual orientation, gender identity, national origin, age, physical or hidden disability, or protected veteran status. You are encouraged to apply and to self-identify so we can work toward full representation of those groups within our company. Should you require any accommodation in the application or interview process, please just let us know.

We appreciate your time and effort, however, only candidates selected for an interview will be contacted. Thank you for your interest in the CN Investment Division.

**Mandatory COVID-19 Vaccination:** Effective November 1<sup>st</sup>, 2021, all Division employees are required to self-declare their vaccination status against COVID-19. Since CN is a federally regulated company and the Division is a wholly owned subsidiary of CN, all Division employees must have received at least two doses of the vaccine against COVID-19 as a condition of employment. Accommodation measures will be made for medical or other protected grounds under applicable Canadian human rights laws. Please contact us to discuss any requests for exemption from the vaccination requirement.