



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.

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

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 - Middle Office Operations and his team. You will be responsible for providing middle and back office operational support to the Division, including trade management and support, bank and cash operations, derivative and collateral operations, legal and investment compliance reporting. You will also be responsible for ensuring that the key controls, policies and procedures are well documented, maintained and complied with.

Join the Division's Investment Operations team in the role of Senior Analyst - Middle Office Operations as the function undergoes a transformation and implements the SimCorp Investment Management System.

Primary Responsibilities

- Trade Management and Support
 - trade support for traders/portfolio managers using Bloomberg AIM.
 - ensure timely processing and monitoring of trade settlement with custodian and internal systems.
 - trade matching using Omgeo Central Trade Manager (CTM) with brokers and custodian.
 - act as system administrator and key resource support for Bloomberg AIM users.
 - resolution on trade breaks with brokers and custodian.
 - establish and monitor key controls and procedures for trade management.
- Bank and Cash Operations
 - provide daily cash projection and long-term projection for liquidity risk management.
 - reconciliation of settlement cash with custodian and internal accounting system.
 - manage wire payments using various bank and custodian systems.
 - support processing of repo trading and securities lending activities surrounding trade settlement, collateral and fee revenues.
 - manage petty cash, check deposits, and other administration activities.
 - establish and monitor key controls and procedures for bank and cash operations.
- Derivatives and Collateral Operations
 - support derivative (listed and Over-The-Counter (OTC)) trade processing for traders/portfolio managers.
 - monitor and settle daily margin requirements with Futures clearing merchants (FCM).
 - management of collateral exchanges with counterparties and custodian.
 - issue and receive margin calls with counterparties.

- monitor market to market exposure (MTM) and dispute resolution with counterparties.
- assist in the negotiation of International Swaps and Derivatives Association (ISDA)/Canadian Securities Administrators (CSA), Global Master Repurchase Agreement (GMRA), and Global Master Securities Lending Agreement (GMSLA) across all counterparties.
- establish and monitor key controls and procedures for derivative and collateral processes.
- Legal, Investment Compliance, Middle Office Support
 - support the production, administration and maintenance of various risk and performance attribution reports as required.
 - support the implementation of various investment or risk management strategies.
 - establish and monitor key controls and procedures for administration of risk system.
 - assist in the development, maintenance and oversight of Pre-Trade/Post-Trade compliance rules using Bloomberg AIM.
 - support private investment activities in terms of documentation.
 - support investment managers with Know Your Customer (KYC)/Anti-money laundering (AML) requests across our counterparties/brokers.
 - monitor investment guidelines across all internal/external portfolios as required.
 - assist in the documentation for derivative programs.
 - perform and support internal hedging functions.

Professional Requirements

- Bachelor's Degree in a field related to Finance or Business Administration or equivalent work experience.
- Strong understanding of derivatives. Successful completion of the Derivatives Fundamentals course or equivalent course(s) is an asset.
- Minimum 5 years experience in a back office/middle office environment in the securities industry and relevant operations experience is required.
- Hands-on experience in a trade order management system (i.e., Bloomberg AIM or equivalent) is an asset.

Desirable Skills and Aptitudes

- Good understanding of SimCorp Dimension investment management platform or similar investment management systems and associated cash, collateral, settlement and reconciliation management components.
- Good understanding of investment management principles and capital markets.
- Strong understanding of derivative instruments including but not limited to fixed income, equities, currencies, credit.
- Familiarity with both front and back office systems and processes.
- Ability to work collaboratively with cross-functional investment and administrative teams.
- Familiarity of tools used in investment and risk management (Bloomberg, MSCI BarraOne etc.).
- Understanding of documentation required to implement investment or risk management strategies such as but not limited to ISDA agreements, securities lending arrangements.
- Must be a keen, self-starting and highly motivated individual willing to work toward frequent tight deadlines.
- Bilingual (French and English).

If this position sounds like you, we would love to hear from you! Please send your application by June 17, 2022 via email to 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 1st, 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.