



Are you ready for a change? CN Investment Division (the Division) is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. Established in 1968, the CN Investment Division manages one of the largest single-employer defined benefit pension funds in Canada and holds a long track record of solid performance. Approximately C\$17 billion is actively managed in-house by 95 employees for the CN Pension Plan's approximately 49,200 pensioners and pension plan members. The Division also manages the assets of the CN Pension Plan for Senior Management and the BC Rail Pension Plan.

The Division's culture is nimble, innovative, collaborative and risk-aware. Pensioners are always at the heart of what we do. 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: Analyst, Middle Office and Treasury Operations

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### Current Opportunity

Reporting directly to the Senior Manager, Middle Office and Treasury Operations, the incumbent is responsible for providing operational support to the Division's middle and back office functions, including trade management and support, bank and cash operations, derivative and collateral operations, as well as legal and investment compliance reporting. The incumbent will also play a crucial role in ensuring that the key controls, policies, and procedures are well documented, maintained, and adhered to.

As the ideal candidate, you are a strong team player with excellent communication skills, strong problem-solving and analytical skills, and attention to detail. You are organized, self-motivated, and flexible. You are able to meet deadlines, especially at peak times, and you 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

- Trade Management and Support
  - provide trade support for traders and portfolio managers, using Bloomberg AIM
  - ensure timely processing and monitoring of trade settlement with the custodian and internal systems
  - conduct trade matching, using Omgeo Central Trade Manager (CTM) with the brokers and custodian
  - resolve trade breaks with the 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
  - reconcile settlement cash with the custodian and internal accounting system
  - manage wire payments, using various bank and custodian systems
  - support processing of repurchase trading and securities lending activities surrounding trade settlement, collateral, and fee revenues
  - manage petty cash, cheque 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 OTC) trade processing for traders and portfolio managers
  - monitor and settle daily margin requirements with Futures Clearing Merchants (FCM)
  - manage collateral exchanges with counterparties and custodian

- issue and receive margin calls with counterparties
- monitor Market-to-Market (MTM) exposure and dispute resolution with counterparties
- assist in the negotiation of ISDA/CSA, GRMA, and 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
  - monitor investment guidelines across all internal and external portfolios as required
  - 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), an asset
- Minimum three to five years of experience in a back office/middle office environment in the securities industry and relevant operations experience, required
- Hands-on experience in a trade order management system (i.e., Bloomberg AIM or equivalent), an asset
- Bilingual (French and English)

## Desirable Skills and Aptitudes

- Good understanding of SimCorp Dimension investment management platform or equivalent 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, and credit
- Familiarity with both front and back office systems and procedures
- Ability to work collaboratively with cross-functional investment and administrative teams
- Ability to work with software such as Jira or equivalent, for incident and issue tracking management.
- Familiarity with tools used in investment and risk management (Bloomberg, 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, capable of working efficiently under frequent tight deadlines
- Strong computer aptitude with proficiency in Microsoft 365 suite (Excel, Word, Outlook, Teams)

If this position sounds like you, we would love to hear from you! Please send your application 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.