

## JOB OPPORTUNITY

Position: **Performance Analyst**

Reporting to: **Manager, Portfolio Analytics**

Job Term: **Full Time**

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### Overview

The Performance team is the operational, analytical and reporting hub for performance and attribution calculation, reporting and related data. The role of the Performance Analyst is to assist in the daily operational tasks to support the daily performance reporting. The ideal candidate for this role is a detail-oriented, highly motivated team player who is a quick learner and fully appreciates the importance of a zero error-tolerance approach to reporting performance.

### Knowledge, Skills and Ability Required

- Ability to work in a busy environment while maintaining focus on the detailed daily tasks.
- Maintenance of portfolio data, indices and blended benchmarks
- Assist with calculation and review of performance data for all accounts under management
- Production of ad hoc, monthly and quarterly reports
- Provide return data to external parties
- Help with daily and monthly review of performance discrepancies
- Involvement in GIPS review
- Resource for all performance-related administrative issues
- Performs other reasonable job duties as assigned.

### Qualifications

- Knowledge of the investment industry
- Strength in Microsoft Excel
- Detail-oriented
- University degree in Accounting or Finance
- Completion of the Canadian Securities Course would be an asset
- Experience using a performance and attribution system would be an asset, although not required