



GUARDIAN CAPITAL

JOB TITLE: Performance Analyst
DEPARTMENT: Performance Analytics, Guardian Capital Group Limited (“GCG”)
REPORTS TO: Supervisor, Performance Analytics
LOCATION: Toronto, ON

JOB STATEMENT:

Working in a team of three, the successful candidate will be responsible for the setup and verification of investment performance calculations for all high net worth clients as well as specializing in the analytical reporting needs of offshore and sub-advised clients.

ESSENTIAL FUNCTIONS:

- Setting up new Guardian Capital Advisors LP (“GCA”) client accounts on the performance system, including relevant indices and blended benchmarks as defined for each client;
- Verifying GCA client daily return calculations on a monthly basis;
- Validating completeness and accuracy of the underlying data and system calculation;
- Calculating, reviewing and validating security and total level characteristics for client accounts and benchmarks;
- Conducting reasonability checks on monthly returns, and understanding, validating and explaining performance results;
- Completing performance checks in a timely manner;
- Assisting with CRM II reporting obligations (calculation and verification of money-weighted returns);
- Reporting and distributing client returns to the portfolio managers;
- Generating daily and quarterly pooled fund report;
- Providing ad-hoc reporting and data files for client meetings;
- Participating in testing for system upgrades or enhancements; and
- Providing backup to the other Performance Analyst.

QUALIFICATIONS:

- University degree with an emphasis on math or finance
- CSC, CFA level 1 and CIPM, would be an asset
- Experience with the SS&C’s Pacer and Sylvan Performance Measurement System would be beneficial
- Advanced skills in Excel (vlookup, index, pivot tables, VBA)
- A strong aptitude for numbers and understanding of various financial products
- Strong problem-solving abilities
- Excellent attention to detail and accuracy
- Ability to work within a team-oriented environment

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@guardiancapital.com.

Guardian is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.