BURGUNDY
ASSET MANAGEMENT LTD.

POSITION OVERVIEW

Organization: Burgundy Asset Management Ltd
Title: Analyst, Trading Operations
Reports to: Senior Manager, Trading Operations
Location: In person/on-site 181 Bay Street, Suite 4510, Toronto, ON, M5J 2T3
Role: This posting is for a 12-month contract position (maternity leave coverage)

ABOUT BURGUNDY ASSET MANAGEMENT LTD

Burgundy Asset Management LTD is a division of BMO Financial Group. Within BMO Wealth Management, Burgundy functions as an independent line of business.

Burgundy Asset Management Ltd is a global investment manager providing discretionary investment management for private clients and institutions. Founded in 1990, we invest with a long-term, fundamental approach – building concentrated portfolios of high-quality businesses to protect and compound clients' capital over time.

Our culture is grounded in honesty, courage, and doing what is right for our clients – and we look for candidates who share these values.

POSITION SUMMARY

The Trading Operations Analyst will support daily post-trade operations, including trade settlement, cash management, trade support, account maintenance, and asset reconciliation. Reporting to the Senior Manager, Trading Operations, this role requires accuracy, strong judgment, and the ability to manage competing priorities in a fast-paced environment. The ideal candidate is detail-oriented, proactive, and committed to providing timely, high-quality support to internal teams and external partners.

KEY RESPONSIBILITIES

- Monitor trade matching, settlement, and post-trade activity across internal systems and external platforms
- Investigate, escalate, and resolve unmatched, pending, or failed trades in a timely manner
- Support daily cash management by monitoring balances, cash flows, and funding requirements

- Coordinate with brokers, custodians, and internal teams to resolve operational inquiries and exceptions
- Create, review, and monitor trade orders, ensuring accuracy and adherence to internal procedures
- Perform asset reconciliations and follow up on discrepancies with internal and external stakeholders
- Support account, custodian, broker, security, and operational data setup and maintenance
- Provide trade support to equity and fixed income investment teams, including issue resolution and follow-up
- Stay current on market, regulatory, custodian, and broker requirements impacting trading operations

WHAT WE'RE LOOKING FOR

- Minimum 2 years of experience in trade operations, trade support, settlements, or investment operations
- Degree in business, finance, economics, or a related field
- Strong analytical, problem-solving, and organizational skills with exceptional attention to detail
- Sound judgment, accountability, and a risk-aware approach to daily responsibilities
- Ability to manage competing priorities and work effectively in a fast-paced, team-oriented environment
- Strong verbal and written communication skills, with the ability to collaborate with internal and external partners
- Proficiency with Microsoft Office applications, including Excel, Word, Outlook, and Teams
- Canadian Securities Course or related industry courses would be considered an asset

WHY BURGUNDY

At Burgundy, we are guided by integrity, accountability, continuous learning, and a shared commitment to our clients and colleagues. This role offers the opportunity to contribute to a collaborative, high-performing team while gaining hands-on experience across trading operations, settlements, cash management, and investment operations.

- Work in person, for a dynamic, fast-paced, progressive and high performing team
- Leaders who will support your development through coaching and mentoring

- Access to future career opportunities
- Opportunities to do challenging work
- Ability to make a difference and have a lasting impact

SALARY

Salary: $45,500-$84,500, depending on experience, plus a highly competitive annual incentive plan aligned with performance

Pay Type: Salaried

The above represents BMO Financial Group's pay range and type.

Salaries will vary based on factors such as location, skills, experience, education, and qualifications for the role, and may include a commission structure. Salaries for part-time roles will be pro-rated based on number of hours regularly worked. For commission roles, the salary listed above represents BMO Financial Group's expected target for the first year in this position.

BMO Financial Group's total compensation package will vary based on the pay type of the position and may include performance-based incentives, discretionary bonuses, as well as other perks and rewards. BMO also offers health insurance, tuition reimbursement, accident and life insurance, and retirement savings plans. To view more details of our benefits, please visit: https://jobs.bmo.com/global/en/Total-Rewards

HIRING PROCESS TIMELINE

Interested candidates are encouraged to apply by clicking here.
We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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ABOUT BMO

At BMO we are driven by a shared Purpose: Boldly Grow the Good in business and life. It calls on us to create lasting, positive change for our customers, our communities and our people. By working together, innovating and pushing boundaries, we transform lives and businesses, and power economic growth around the world.

As a member of the BMO team you are valued, respected and heard, and you have more ways to grow and make an impact. We strive to help you make an impact from day one – for yourself and our customers. We'll support you with the tools and resources you need to reach new milestones, as you help our customers reach theirs. From in-depth training and coaching to manager support and network-building opportunities, we'll help you gain valuable experience and broaden your skillset.

To find out more visit us at https://jobs.bmo.com/ca/en.

BMO is committed to an inclusive, equitable and accessible workplace. By learning from each other's differences, we gain strength through our people and our perspectives. Accommodations are available on request for candidates taking part in all aspects of the selection process. To request accommodation, please contact your recruiter.

Note to Recruiters: BMO does not accept unsolicited resumes from any source other than directly from a candidate. Any unsolicited resumes sent to BMO, directly or indirectly, will be considered BMO property. BMO will not pay a fee for any placement resulting from the receipt of an unsolicited resume. A recruiting agency must first have a valid, written and fully executed agency agreement contract for service to submit resumes.