# 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:** New vacancy

## 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

Reporting to the Senior Manager, Trading Operations, you will be responsible for the daily functions of cash management, settlements and trade support while providing the highest quality of client service. The ideal candidate will have a thorough understanding of operational and market risk as well as perform well under pressure and in a high-volume environment. You must be solution-focused, possess good judgement, and have a proactive approach to new ideas.

## KEY RESPONSIBILITIES

- Resolve post trade and settlements by monitoring the trade matching process on the order management system and post trade system
- Maintain relationships with external partners brokers and custodians by responding to all incoming queries
- Manage risk and by following up on all pending and failed trades
- Perform daily cash management of accounts
- Liaise with internal teams to track cash flows and client activities
- Monitor and create trade orders on the order management system

- Perform monthly asset recon and follow up with internal or external partners to verify and resolve asset discrepancies
- Investigate and dispute erroneous charges
- Provide trade support to the equity and fixed income team
- Support the process in the set up and maintenance of accounts, custodians and brokers
- Stay up to date on market updates, regulation changes, account and custodian requirements

## WHAT WE'RE LOOKING FOR

- Excellent communication skills
- Good judgment
- Strong time and relationship management
- Able to work independently and in teams
- Skilled problem-solver with attention to detail
- Proficient in Office applications (Excel, Word, Teams)
- Experience in trade services or trade support considered an asset
- Related university degree
- Canadian Securities Course is a plus

## WHY BURGUNDY

At Burgundy our culture is one of radical responsibility. We thrive in an environment where we are continuously learning and improving in service to our clients and one another. This is a great opportunity to be part of a fun and dynamic team.

- 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. Interviews will take place during the month of August.

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.