

## POSITION OVERVIEW

**Organization:** Burgundy Asset Management Ltd.

**Title:** Compliance Analyst – Contract

**Reports to:** Senior Compliance Manager, Legal & Compliance

**Location:** In person/on-site 181 Bay Street, Suite 4510, Toronto, ON, M5J 2T3

**Role:** 18-month contract

## 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 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 Compliance Manager, Legal & Compliance, the Compliance Analyst will be an integral part of Burgundy's Legal & Compliance Department. You will assist with regulatory analysis, compliance monitoring, and regulatory filings, ensuring our operations adhere to the highest standards. This is an 18-month contract position. This role is based in Toronto and requires in-person attendance.

## KEY RESPONSIBILITIES

- Document and implement compliance practices and procedures.
- Assist with pre- and post-trade surveillance using Charles River.
- Conduct internal compliance monitoring and audits.
- Maintain and update policies and procedures to prevent securities law violations.
- Ensure timely and accurate regulatory filings.
- Serve as a subject matter expert for colleagues across functions.
- Assist in research and analysis of compliance issues.
- Assist in building and improving Burgundy's compliance program.

## WHAT WE'RE LOOKING FOR

- Client-focused problem solver who delivers practical solutions and consistently produces thorough, high-quality, detail-oriented work.
- Proactive mindset with a strong interest in identifying and implementing process and productivity improvements.
- Commitment to staying current on regulatory developments impacting the business.
- Strong written and verbal communication skills are important.
- Highly organized with excellent time management and prioritization skills.
- Strong sense of accountability, ability to meet deadlines, and commitment to high ethical standards.
- Ability to work with internal and external stakeholders on sensitive matters and coordinate timely responses to information requests and process changes.
- Demonstrated ability to handle confidential and personal information with discretion and integrity.
- 1-2 years of compliance experience within the asset management industry preferred.
- A university degree is required.
- Strong proficiency in Microsoft Office, particularly Excel, Word, and PowerPoint.
- Experience with Charles River Investment Management Solution is a plus; knowledge of NI 31-103 is beneficial.

## WHY BURGUNDY

At Burgundy, our culture is grounded in personal responsibility. We thrive in an environment where we are continuously learning and improving service to our clients and one another.

- Work in person for a 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:** \$61,600.00 - \$113,900.00 depending on experience, plus a 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 July 31, 2026. Please submit your resume and cover letter here. Interviews will take place throughout July and August 2026.

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 changes 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.*