

## COMPLIANCE ANALYST

Join our dynamic team as a Compliance Analyst at Burgundy Asset Management Ltd., where you'll play a crucial role in ensuring our operations meet regulatory standards and help us maintain our reputation for excellence.

### Background

Burgundy Asset Management Ltd. is a global investment manager providing discretionary investment management for private clients, foundations, endowments, pensions, and family offices. We strive to protect and build client wealth over the long term. Burgundy is registered in all the provinces of Canada as a Portfolio Manager and as an Investment Fund Manager in the provinces of Ontario, Quebec, and Newfoundland & Labrador. Burgundy is also registered as an Investment Adviser with the Securities and Exchange Commission (SEC). Further information about Burgundy can be obtained at [www.burgundyasset.com](http://www.burgundyasset.com).

### Position Summary

As a Compliance Analyst, you will report to the Senior Manager, Legal & Compliance and be an integral part of our Legal & Compliance Department. You will assist with regulatory analysis, compliance monitoring, and regulatory filings, ensuring our operations adhere to the highest standards. This role is based in Toronto and requires in-person attendance.

### Key Responsibilities

- Develop and update policies and procedures to prevent securities law violations.
- Document and implement compliance practices and training programs.
- Support processes such as trading and vendor oversight.
- Conduct internal compliance monitoring and audits.
- Ensure timely and accurate regulatory filings.
- Serve as a subject matter expert for colleagues.
- Assist in research and analysis for compliance issues.
- Improve regulatory and compliance functions.

### Expectations

- Maintain a client-focused, solutions-oriented approach.
- Produce high-quality, detail-oriented work.
- Stay updated on regulatory developments.
- Foster a learning and cooperative team environment.
- Propose new ideas to improve processes and productivity.

### Qualifications

- 1-2 years of compliance experience in asset management.
- University degree or equivalent.
- Superior written and oral communication skills.
- Experience with Charles River Investment Management Solution is a plus.
- Knowledge of NI 31-103 and NI 81-102 is beneficial.

## Other Skills

- Ability to work independently and meet deadlines.
- Excellent time management, communication, and prioritization skills.
- Professional attitude and high ethical standards.
- Ability to handle sensitive matters and coordinate timely responses.
- Maintain strict confidentiality.
- Proficiency in MS Office, particularly Excel, Word, and PowerPoint.

## Application Requirements

To apply, please submit your resume and cover letter to [careers@burgundyasset.com](mailto:careers@burgundyasset.com) with the subject line 'Compliance Officer'. The deadline for applications is 5:00 PM on February 28, 2025.

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

Burgundy Asset Management Ltd. is an equal opportunity employer. Accommodations on the basis of disability, and other accommodations as required by the Ontario Human Rights Code, are available on request at all stages of the selection process and during employment.