



Fund Operations Analyst

The Position:

The Investment Administration team has a key position available for a motivated and talented member to assist with the oversight of investment administration functions.

We are looking for an individual who is pro-active and flexible, can demonstrate initiative with a drive to succeed both as an individual and as a strong team player. The successful individual will be able to demonstrate a commitment to technical excellence, innovation, flexibility and the ability to effectively manage multiple activities and deadlines. Excellent communication skills are also required to influence and develop strong collaborative working relationships with key internal and external stakeholders.

Responsibilities:

- Assistance with daily cash and positions reconciliation process.
- Assistance with daily NAV oversight.
- Ownership of expense payment process both from custody and accounting perspectives.
- Provide operational support for new fund launches, mergers, rollovers and terminations.
- Establish and maintain good working relationships within internal teams such as Sales, Portfolio Management, Compliance, Risk and Trading.
- Provide operational support to the Financial Reporting and Tax team for our fund's audits, tax and financial reporting.
- Assist in the oversight of the monthly, quarterly and annual distribution process.
- Lead and/or execute critical projects as required.

Requirements:

- Undergraduate degree in business, accounting or finance.
- 5+ years of fund administration experience. Strong knowledge in multi-currency fund accounting, investment processes, security valuation, and fund expenses is necessary.
- Experience with retail mutual fund trusts, mutual fund corporations, flow-through LPs, exchange traded funds and offshore master-feeder structures would be an asset.
- Excellent verbal and written communication skills – ability to interact with all levels, including portfolio managers, senior business leaders and executive management.
- Strong project and time management skills, with the ability to set and maintain priorities in a multi-task environment.
- Proven prioritization and follow-through skills.
- Strong team player with excellent interpersonal skills.
- Excellent attention to detail.
- Possess a positive “get the job done” attitude.

Ninepoint Partners LP welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To apply for this position, please send your resume and cover letter to pdean@ninepoint.com with the position title (Fund Operations Analyst) in the subject line. We thank all applicants for their interest; however, only qualified candidates will be contacted.

Ninepoint Partners does not accept unsolicited agency resumes or phone calls.