



**Career at a glance:**  
*Remote work set-up*  
*In depth career development*  
*Ownership Interest*  
*Team Based Leadership*  
*Strong work life balance*

## **Junior Compliance & Finance Administrator**

*We have a unique opportunity to have a motivated and process oriented individual join us in a combined junior role of compliance and finance. This is an excellent opportunity to become exposed to both the back office finance and compliance functions of an investment dealer, two areas that are closely knit. We are designed with remote work set ups, in-depth career development, ownership interest, and have team-based leadership. Apply with a cover letter and resume to [careers@designedsecurities.ca](mailto:careers@designedsecurities.ca). Read on for more information.*

### **OUR FIRM**

Designed Securities Ltd. is a truly independent investment dealer, and member of the Investment Industry Regulatory Organization of Canada (IIROC). Our company is uniquely positioned to provide support driven by the needs of advisors. We design customized experiences for advisors and clients and have integrated Fintech that is based on real feedback, a culture of inclusion and progressive thinking. Our goal is to help evolve an advisor's practice in light of Fintech, regulatory framework, and client needs. We are not controlled by any larger institutions and have the flexibility to serve our advisors and develop our staff in ways that are meaningful and long lasting. Staff are provided autonomy and authority to make decisions that drive the firm forward and we create an unmatched experience for our advisors. We are unique, motivated and designed to do great – at work and in life.

### **CULTURE AND VALUES**

We know that happy employees make all the difference in keeping advisors, and their clients, happy. Our culture is built on the pillars of inclusion, collaboration, accountability and self-awareness. What excites us is seeing a group of talented people drawing on each other's strengths, taking responsibility for making things happen, and contributing their voices and ideas to continue to design who we are. We are incredibly ambitious as an organization and seek people who are excited to commit to this opportunity.

### **DESIGN AS YOU GO**

Sometimes you don't know exactly what you need to succeed, so we let you design your career as you go. If you need professional development, we will work with you. If you need a better office set up, we will work with you. Your input into how we operate is critical to making things happen the best way possible. Imagine being fully immersed in a space where you feel energized, focused and you enjoy your work!

### **JOB DESCRIPTION**

As a close-knit team all roles are highly interactive with other individuals and functions within the firm. You can expect to be working alongside all staff including the executives of the company. This is a unique opportunity to join the organization from the ground floor and have impact on the developing values and corporate culture.

The ideal candidate will be eager to contribute to the big picture of the company and will be motivated to learn, grow, and



engage with staff, partners, and advisors. The candidate will be comfortable taking ownership of their role and know how to stay organized amid a variety of tasks. They will be process oriented and be capable of shifting attention from finance to compliance seamlessly, while also finding key processes that can integrate compliance and finance simultaneously.

## **RESPONSIBILITIES**

All employees undergo departmental cross training, which is emphasized in the first 3 to 6 months of employment before responsibilities may be narrowed. This provides exposure to other areas in which you may be interested in taking your career while also ensuring that you are aware of how your specific role interfaces and impacts other people or functions.

- Manage the general ledger, including journal entries, reconciliations, and month end reviews,
- Maintain up-to-date knowledge of fee structure models to administer account fees,
- Assist with transfers and monitoring of firm Assets Under Management,
- Learn about recurring compliance tasks and ensure monthly processes are executed
- Complete registration filings for the firm or for advisors
- Complete regulatory reporting and ad-hoc internal finance reports.

## **KNOWLEDGE AND EXPERIENCE**

We will provide all the experience needed for this role, however, the following knowledge and experience is ideal.

- Completion of securities and investment industry courses an asset (CSC, CPH),
- 1 year of accounting experience
- Critical thinker and adaptable in a changing regulatory environment,
- Excellent organizational skills, able to prioritize important and time-sensitive tasks,
- Experience with Microsoft Dynamics 365 Business Central is an asset,
- Ability to work efficiently and accurately in a fast-paced dynamic environment with a sharp eye for detail,
- Experience within a compliance function of another investment dealer
- Self-starter and continuous learner who takes initiative and has high follow through.

This is an excellent opportunity to gain exposure to all aspects of an investment dealer and we are excited to hear from you. If this looks like the kind of role and company you're up for, and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to [careers@designedsecurities.ca](mailto:careers@designedsecurities.ca).

This posting will remain open until a qualified candidate is hired. We sincerely thank all applicants who express an interest in this and other opportunities we have posted. We will be in touch with individuals whose profiles most closely match what is needed to be successful in this role.

Designed Securities Ltd. is an equal employer, and we are dedicated to fostering an inclusive and barrier-free work environment for all employees and candidates. We encourage all qualified candidates to apply. If accommodation is required during any stage of the recruitment process, please let us know.

