



Operations Manager (Investment Funds)

Willoughby Asset Management, a member of the Harbourfront Group of companies is a fast growing, independently owned group with offices across Canada. The group specializes in creating complete wealth management solutions for high net worth clients.

We are looking for a qualified Investment funds Operations Manager to join us in our downtown Vancouver office. The candidate will be an integral part of the management team, with responsibilities that will grow with us. Working closely with the CFO and CCO, the successful applicant will proactively manage all fund management company operations.

Responsibilities will include:

ASSISTANCE WITH CREATION OF FUNDS

- Legal liaison re structure and setup of funds
- Creation of fund documentation in conjunction with legal advisors
- Liaison with fund custodian re setup and procedures
- Review and analyses of conflict issues including documentation, disclosure
- KYP presentations and organization of meetings and obtaining approvals

MAINTENANCE OF FUNDS

- Operational contact for all trading issues and advisor support
- Liaison with fund accountants and custodian regarding programs for control of fund transactions
- Ensure documentation filed in all provinces required, and appropriate registrations maintained for fund distribution
- Manage weekly, monthly and annual securities commission filing re OM funds; manage information and documentation flow and retention in that regard
- Annual review and update of all fund documentation and reports
- Annual valuation review
- Audit fund accountant calculations of management and performance fees
- Run distribution program; liaison with fund accountants in this regard
- Review and approve NAV calculations

COMPLIANCE AND RISK MANAGEMENT

- Ensure adherence to business conduct manual
- Annual review and confirmation procedures
- Annual update of compliance manual
- Ensure PM supervision in place and established fund parameters adhered to
- IRC liaison, preparation of reports, meeting materials, year-end attestations
- Ensure adherence to National Instruments relating to Mutual Funds
- Obtain/assist with annual CCO report on fund operations

MARKETING AND COMMUNICATION

- Manage website postings (regulatory and marketing)
- Audit/review performance calculations; assist compliance with marketing material review
- Run the co-op program and be IA liaison in that regard



HARBOURFRONT WEALTH MANAGEMENT INC.

The ideal candidate for this position will:

- ✓ Be familiar with brokerage firm and investment funds operations, objectives and initiatives
- ✓ Have considerable knowledge of and experience in the financial services industry
- ✓ Possess a high level of interpersonal skills along with the ability to operate in a dynamic, fast-paced environment
- ✓ Have a minimum of 5 years financial services industry experience
- ✓ Possess effective problem analysis and resolution skills
- ✓ Have exceptional written and oral communication skills to interact professionally with individuals both within the firm and outside
- ✓ Be exceptionally flexible, with the ability to manage time and adjust shifting priorities while meeting deadlines
- ✓ Be a self starter, leader and motivator
- ✓ Have expertise in MS Office (Outlook, Word, Excel, PowerPoint)

Compensation will be commensurate with experience. This is an exciting role with great potential for growth. If you are interested in this excellent opportunity, please send an email to: HR@harbourfrontwealth.com.

To be considered for employment candidates will be required to provide proof of citizenship, permanent residency or eligibility to work in Canada with no restrictions. We require applicants to complete a background verification process prior to commencing employment with the company. Employment is contingent on the satisfactory completion of a pre-employment background check.

This posting will remain open until a qualified candidate is hired. We sincerely thank all applicants who express an interest in this role but wish to let you know that we will only be contacting applicants that are aligned with our requirements.