



INVESTMENT  
MANAGEMENT TRUST INC.  
The University of British Columbia

## **Manager, Operations Vancouver, BC**

UBC Investment Management Trust (IMANT) is a wholly owned subsidiary of the University of British Columbia, providing investment management for the UBC Endowment Fund, Staff Pension Plan and other UBC-related funds. The funds are invested across all major public and private asset classes and in aggregate value exceed \$4 billion.

The Manager, Operations is responsible for:

### **Investment Operations**

- Manage information flow between IMANT and external investment managers
- Monitor and review cash flow requirements, coordinate instructions and transfers between managers and the custodian
- Liaise with the custodian to ensure accurate and timely delivery of monthly reports and other deliverables
- Review external investment manager fee invoices and calculations
- Liaise and request reports/information from external investment managers and peers
- Liaise with UBC departments on issues related to the custodian and month-end reporting

### **Administration and Reporting**

- Work with external IT support on network and other technology issues
- Prepare reports for the IMANT Board and University stakeholders
- Compile information for year-end reporting and audits
- Back up team members as required

### **Qualifications**

- Strong analytical and quantitative skills, capable of in-depth analysis, keen attention to detail
- Excellent verbal and written communication skills
- Proficiency in working with and reporting on data in spreadsheet and database applications
- Ability to balance competing priorities, work independently and manage projects
- Undergraduate degree in Finance, Commerce, Computing Science or similar discipline
- Three (3) to five (5) years' work experience in an investment operations environment
- Chartered Financial Analyst (CFA) designation or currently pursuing a professional financial designation
- Experience using Bloomberg, eVestment and other investment analytical tools an asset

Please note only candidates that are selected for an interview will be contacted. To apply, please submit your cover letter and resumé to [hr@ubcimant.ca](mailto:hr@ubcimant.ca) on or before Wednesday, March 13, 2019. Thank you for your interest in this position.