



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Analyst, Collateral & Liquidity Operations - 12-month Contract

<b>Job ID</b>	<b>27-37-C0-95-EB-A2</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=27-37-C0-95-EB-A2">https://careers.indigenous.link/viewjob?jobname=27-37-C0-95-EB-A2</a>	
<b>Company</b>	Ontario Teacher Pension Plan	
<b>Location</b>	Toronto , Ontario	
<b>Date Posted</b>	From: 2024-10-22	To: 2025-04-20
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Languages</b>	English Essential	

### Description

This position provides support to Investment Finance units including, but not limited to Investment Operations, Risk Analytics, and Counterparty Credit Risk. The successful candidate requires an in-depth background in Finance Operations processes and a high level of knowledge of public securities products.

This role supports the direct operation of the unit. It also participates in the production support and change management of various straight through processing and order management systems. Other duties include investigating breaks, troubleshooting, ad hoc projects and other duties as required. From time to time this role could assume review responsibilities of other staff members work.

This individual will collaborate with members of Investment Technology and Investments as well as external counterparties, service providers, consultants and vendors in the delivery of business as usual and projects, to meet the Plan's changing requirements.

Who you'll work with

This position reports to the Manager, Collateral & Liquidity Operations.

What you'll do

Execute daily work within Finance Operations unit:

- \* Complete individual/team's critical priorities for the day including collateral end to end trade lifecycle, including trade capture, confirmation, and settlement of all OTPP margin obligations (e.g, ISDA, GMRA, FCM etc.)
- \* Participate in the production support of various processes and systems
- \* Identify, analyze, respond to and resolve issues and problems
- \* Demonstrate "Expert User" status in understanding department's processes and systems and share knowledge with other team members
- \* Provide assistance to the team on complex issues and training
- \* Back up team members during absences

Verify information and uphold internal controls:

- \* Ensure internal control standards are being met
- \* Ensure completeness and accuracy of information
- \* Check and reconcile information to ensure accuracy and resolve discrepancies
- \* Occasionally review files and information prepared by others
- \* Ensure up to date documentation

Key contributor to projects for the unit under the guidance of the Manager:

- \* Carry out key tasks of the projects
- \* Liaise with other teams (IT, Investments, etc.) as needed
- \* Direct activities and tasks related to system upgrades, new releases, and bug fixes

Contribute to identification and carrying out improvements for the unit, including assisting Manager to research, identify and document new markets, products, processes, or systems:

- \* Assist in development/implementation of new processes/systems
- \* Collaborate on recommendations for process changes and improvements
- \* Direct initiatives to create efficiencies and effective day to day processes

- \* Own components of change management or process improvements

- \* Develop and implement tests plans

Service internal and external clients:

- \* Provide information and services to internal and external clients

- \* Respond to inquiries and requests from internal and external clients

- \* Participate in development of new requirements or processes requested by clients

Deal with internal and external suppliers:

- \* Collaborates with Technology, Investments, counterparty credit risk, risk analytics, service providers, consultants and/or vendors in the delivery of solutions

- \* Manage relationships to ensure high quality service to partners and stakeholders

- \* Request/provide information as needed to established vendors

- \* Represent OTPP in a professional manner

What you'll need

- \* Relevant university degree (such as Accounting, Finance, Economics, Mathematics, Computer Science) or equivalent relevant experience with Finance Operations processes

- \* Requires an individual with in-depth experience in Finance Operations processes (1-2 years or more)

- \* In depth knowledge of public securities products including extensive knowledge of trade confirmation, booking, pricing and settlements

- \* Proficient knowledge and experience working with database concepts, and Macro, Python, Power BI

- \* Excellent analytical skills and the ability to think through problems, assess a variety of factors and recommend a solution

- \* Must be able to work to deadlines, adapt to a rapidly changing environment and sustain high productivity levels

- \* Must be extremely detail oriented, organized and thorough

- \* Self-starter, confident, innovative, team player

- \* Good interpersonal and communication skills

- \* Must be able to effectively deal with internal and external clients and suppliers

- \* Ability to work with minimum supervision

- \* Enrollment in the CFA, CGA or CMA program an asset

#LI-RM1

#LI-Hybrid

What we're offering

- \* Competitive compensation

- \* Numerous opportunities for professional growth and development

- \* A flexible/hybrid work environment combining in office collaboration and remote working

- \* Our Flexible Travel Program gives you the option to work abroad in another region/country for up to a month each year

- \* Employee discount programs including Edvantage and Perkopolis

At Ontario Teachers', diversity is one of our core strengths. We take pride in ensuring that the people we hire and the culture we create, reflect and embrace diversity of thought, background and experience. Through our Diversity, Equity and Inclusion strategy and our Employee Resource Groups (ERGs), we celebrate diversity and foster inclusion through events for colleagues to connect for professional development, networking & mentoring. We are building an inclusive and equitable workplace where our talent is respected, accepted and empowered to be themselves. To learn more about our commitment to Diversity, Equity and Inclusion, check out Life at Teachers'.

**How to Apply**

Click "Apply Now"