



# 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

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# Job Board Posting



Careers.Indigenous.Link

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## Senior Administrator, Investment Finance

<b>Job ID</b>	<b>50-E6-C2-EB-C7-B7</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=50-E6-C2-EB-C7-B7">https://careers.indigenous.link/viewjob?jobname=50-E6-C2-EB-C7-B7</a>	
<b>Company</b>	PSP Investments	
<b>Location</b>	Montreal, Quebec	
<b>Date Posted</b>	From: 2024-02-14	To: 2024-04-14
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Languages</b>	English, French	

### Description

#### ABOUT US

We're one of Canada's largest pension investment managers, with CAD\$243.7 billion of net assets as at March 31, 2023.

We invest funds for the pension plans of the federal public service, the Canadian Forces, the Royal Canadian Mounted Police and the Reserve Force. Headquartered in Ottawa, PSP Investments has its principal business office in Montreal and offices in New York, London and Hong Kong.

Capturing and leading complex global investments requires us to work as one to seize valuable opportunities, in close collaboration with some of the world's top companies. At PSP, you'll join a team of motivated and engaged professionals, dedicated to propelling our organization further than ever before.

#### EXPERIENCE THE EDGE

At PSP, we encourage our employees to grow, forge powerful relationships, contribute and fuel inspired investment launchpads. We are committed to a culture that fosters collaboration and allows us to think beyond, in an interconnected way. We advocate for our employees to speak-up, learn, experiment, share, and be part of an inclusive work environment where diversity is embraced.

#### ABOUT YOUR ROLE

As a Senior Administrator, Investment Finance, you will report to the Senior Manager, Investment Finance, the incumbent provides operational support to the Infrastructure and Private Equity teams and has the following responsibilities:

- Support investment-related activities by processing invoices, preparing accruals and by monitoring deal budgets in the systems (D365, TyMetrix 360)
- Responsible for coordinating with Tax and Legal departments the filing of relevant investment documents and saving them on SharePoint
- Create new project codes in the system D365
- Assist with the completion of operational due diligence background checks as well as recurring background check requests
- Assist in deal closing process by coordinating preparation of chargeback invoices and tracking payments and maintain chargeback information up-to-date
- Maintain external partners' contact details for Private Equity and Infrastructure asset classes
- Send information to general partners and perform callback call process for new bank accounts
- Responsible for managing documents as well as assigning access in SharePoint
- Follow-up with the Legal Department and Front Group to provide documents and information for the Subscription Agreements (wire instruction, contact list, etc)
- Prepare and execute fund capital calls through the system Kyriba
- Contribute to any operational improvement and enhancement projects

#### WHAT YOU'LL NEED

- Bachelor of Economics, Finance or Accounting (an asset)
- Up to five (5) years of relevant experience

- Treasury and/or operating support experience (an asset)
  - Experience with systems D365, TyMetric 360, eFront, Kyriba or iLevel (an asset)
  - Excellent knowledge of computer tools, such as MS Office
  - Methodical and detailed oriented
  - Autonomous, proactive, resourceful, and well organized
  - Ability to work under pressure
  - Customer service oriented and good interpersonal skills
  - Bilingualism: English and French (frequent interactions in English with PSP employees based in our offices in Hong Kong, London and New York, and interactions in French with employees in our local offices in Montreal and Ottawa)
- We offer a tailored employee experience and competitive total rewards and benefits package\* designed to attract and retain global diverse talent, reward performance, and reinforce business strategies and priorities. Beyond salary and incentive pay eligibility, you have access to:
- Investment in career development
  - Comprehensive group insurance plans
  - Unlimited access to virtual healthcare services and wellness programs
  - Competitive pension plans
  - Vacation days available on day one with additional days on milestone service anniversaries, and summer Friday afternoons off
  - Inclusive paid parental leave policy: up to 26 weeks for primary caregivers, 5 weeks for secondary caregivers
  - A flexible hybrid work model with a mix of in-office and remote days based on business groups, teams, and roles

\*Benefits package may vary based on your employee type.

At PSP, we aim to provide an inclusive workplace where we leverage diversity and where everyone feels valued, safe, respected and empowered to grow. As part of this leadership commitment, we strongly encourage applications from all qualified applicants and strive to offer an inclusive and accessible candidate experience. If you require any accommodation for any part of the recruitment process, please let us know.

Visit us on [www.investpsp.com/en/](http://www.investpsp.com/en/)

### **How to Apply**

Click "Apply Now"