

Fund Accountant

Brompton Funds offers investment products that provide access to unique investment strategies across a broad range of asset classes, with a focus on tax efficiency and high levels of income. We currently primarily manage TSX-listed closed-end funds and exchange-traded funds. Our clients know us for our fairness and integrity, our depth of knowledge in our product area, our attention to client service and our focus on investment performance.

We are seeking a highly motivated and detail oriented individual to join our finance team as Fund Accountant with primary responsibilities in the following areas:

Primary responsibilities

Treasury operations:

- Review investment fund cash flows and prepare cash flow forecasts
- Prepare and/or review investment fund fee calculations and expense allocations
- Prepare payment instructions for fees, expenses, distributions and other cash outflows
- Monitoring of compliance with the credit facility restrictions including the calculation of debt/asset ratios of investment funds
- Calculation of foreign exchange hedging ratios of investment funds
- Match trade orders with broker confirmations and follow up on discrepancies
- Reconciliation of trade positions between custodian records and portfolio management system
- Review trade rebalancing plans and daily trading activities to ensure compliance with investment restrictions
- Liaise with the Funds' third party valuation agent, custodian and brokers
- Assist with trade account openings
- Assist with corporate actions research and proxy voting reporting
- Assist with G&A expense budgeting for investment funds

Secondary responsibilities

Financial and tax reporting:

- Assist with the review of the Funds' daily/weekly NAVs
- Assist with the preparation of the Funds' quarterly and semi-annual disclosures of portfolio and performance
- Assist with the review of interim and annual financial statements and MRFPs
- Assist with the Funds' interim reviews and annual audits

This will be a dynamic and challenging role for the right individual. The following qualifications will assist the successful candidate in accomplishing these functions:

- Post-secondary degree is required – Accounting or Finance preferred
- Work experience in a fund accountant role is an asset
- Knowledge of various investment products and accounting principles
- Advanced knowledge of Microsoft Excel
- Ability to work in a fast-paced and self-motivating environment
- A team player who is able to manage individual responsibilities
- Excellent organizational, written and verbal communications skills
- Attentive to detail

Location: Toronto – Bay Street

Salary - \$37,500 to \$42,500, commensurate with experience

Brompton welcomes applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Candidates will only be contacted if selected for an interview.