



## **Junior Analyst, Financial Reporting**

**Toronto, ON | Full-Time | Hybrid**

**Salary: \$55,000 - \$60,000**

### **About Ninepoint**

Ninepoint is an independent, employee-owned asset management firm serving investment advisors and institutional investors across Canada. With over \$7 billion in assets under management and more than 90 employees, Ninepoint is one of the largest independent asset managers in the country. Our mission is to deliver innovative investment solutions that provide diversification beyond traditional asset classes, with the goal of lowering overall portfolio risk for investors.

### **The Opportunity**

The Junior Analyst, Financial Reporting, is an individual contributor role within Ninepoint's Investment Operations team, reporting to the Director, Financial & Tax Reporting. This position supports key fund administration activities, including fund-level budgeting, expense management, and interim and annual financial reporting. The role offers hands-on exposure to fund operations, audits, and cross-functional collaboration in a fast-paced asset management environment.

We are seeking a proactive, detail-oriented individual who is eager to learn, takes initiative, and thrives in a collaborative team setting.

### **Key Responsibilities**

- Assist in the preparation and monitoring of operating budgets for investment funds.
- Analyze and support fund-related expense allocations.
- Track expense payments and maintain internal systems to benchmark actuals against budgets.
- Support fund launches, mergers, and terminations.
- Work with large datasets to produce meaningful analysis related to expenses and budgets.
- Assist in the preparation and review of interim and annual financial statements and MRFPs.
- Provide support during the annual audit process, including responding to auditor requests.
- Support other areas of Fund Operations, such as Tax and NAV oversight, as required.

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- Build and maintain strong working relationships with internal teams and external service providers.
- Contribute to operational and strategic projects across the Investment Operations group.

## **Qualifications**

- Recent graduate with an Undergraduate degree in Business, Accounting, or Finance.
- 0-2 years of relevant experience; co-op, internship, or fund administration experience is an asset.
- Strong proficiency in Microsoft Excel (e.g., pivot tables, lookups, working with large datasets).
- Strong analytical, organizational, and problem-solving skills.
- Excellent written and verbal communication skills, with the ability to interact effectively with stakeholders at all levels.
- Ability to manage competing priorities and meet deadlines in a dynamic environment.
- High attention to detail and commitment to producing accurate, high-quality work.
- Ability to work independently while also being a strong, collaborative team player.

## **Why Join Ninepoint**

- Exposure to fund operations and financial reporting within a growing asset management firm
- Collaborative, employee-owned culture
- Opportunities for learning, development, and career growth
- RRSP Matching Program
- Benefits start immediately
- Hybrid Work environment
- Complimentary Coffee, Tea and Fruit

## **Additional Information**

- Candidates must be legally eligible to work in Canada.
- Ninepoint is an equal opportunity employer and is committed to providing accommodations throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

## **APPLY**

Send resume, cover letter and transcript to [careers@ninepoint.com](mailto:careers@ninepoint.com)

Only those candidates selected for an interview will be contacted.