

Job Posting

Position Title:	Manager, Nominee Services	Start Date:	ASAP
Position Type:	Full time, Permanent	Department:	Operations
Reporting To:	Director, Nominee Operations and Operational Initiatives	Location:	Mississauga, ON

Investment Planning Counsel Inc. is an integrated wealth management company focused on providing Canadians with the best in financial products, services and advice to help them achieve their financial dreams. IPC has developed a strategy that marries the needs of the planners with that of the Company. IPC's intent is to be the premier choice among financial planners who are dedicated to serving the needs of their clients. For more information about IPC, please visit: www.ipcc.ca.

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Job Objectives and Summary:

The Nominee Operations Group is responsible for providing accurate and efficient administration, processing and service support to IPC Advisors and their staff utilizing the Nominee Platform. The Nominee Operations Group strives to meet service standards and expectations delivered by leveraging the use of technology where possible to enhance operational efficiencies and service standards.

Job Responsibilities:

Manage the daily nominee operations

- Manage the daily nominee operation processes, to ensure timely/accurate transaction processing and administration
- Responsible for registered plans year end tax and trust CRA reporting requirements
- Ensures strict adherence to regulatory, legislatives and compliance requirements in processing nominee accounts and transactions
- Ensure trustee requirements are met and quarterly reporting of nominee positions and accounts to the trustee is completed
- Oversee the monthly custodial list reconciliation
- Liaison with Trustee and CRA to ensure new standards and year end reporting is current
- Oversee and provide guidance on the processing of non-standard de-registration of nominee accounts
- Responsible for balancing and maintenance of cash control accounts used for processing nominee transactions

Manage and develop staff to effectively administer nominee operations

- Meet regularly with staff to clearly set performance goals
- Recruit, mentor, motivate and train staff to exceed customer service levels and enhance employee development
- Prepare and deliver semi-annual and annual performance reviews to staff

Manage and maintenance of the nominee portfolio management system

- Ensure alignment with IPC's Portfolio Management Services offering
- Provide superior service and support to the Elite and High Impact Advisors as it relates to the program
- Reviews for continued efficiency the most effective method of setting up accounts, service request and reports

Process improvement initiatives

- Research, recommend and implement solutions for issues raised by Advisors and/or clients.
- Focus on business process improvement to satisfy cost reduction, industry standard changes and regulatory requirements
- Identifies and manages productivity/service oriented and process improvement initiatives.
- Maintain policies and procedures as they pertain to nominee accounts as changes to business processing occur
- Assist the manager with the setting of new policies and procedures

Skills and Knowledge Requirements:

- Post secondary education preferably in business, finance, economics or other related discipline
- Completion of Canadian Securities Course (CSC) and/or Canadian Investment Funds Course (CIFIC) is required
- Excellent organizational and time management skills.
- Strong communication and presentation skills a must; must demonstrate effective communication with advisors, head office, staff and management.
- Proficient in PC software – MS office suite (Excel, PowerPoint and Outlook)
- Minimum 5 to 10 years of mutual fund industry experience
- Minimum 3 years of work experience in managing an operations team
- Knowledge of regulatory environments and operational processes
- Knowledge of investment fund management concepts and fund administration
- Past experience working with a nominee platform/system (i.e. Univeris) would be considered a strong asset

Working Conditions:

Professional office environment. Standard business hours of 9:00 am to 5:00 pm Monday to Friday (37.5 hour work week). Availability to work additional hours (evening and weekends) to meet timelines.

Please forward your résumé and letter of interest to: Human Resources, Investment Planning Counsel Inc. via e-mail at careers@ipcc.ca.

When applying for this position, please specify in the subject line **the title of the position** you are applying for.

Additionally, please answer the following questions in the body of your email:

- 1. Number of years of relevant work experience**
- 2. Number of years of work experience in the financial services industry**
- 3. Salary expectations**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.
