

Company Description:

IBV Capital is an investment management firm that practices an exceptionally disciplined value investment philosophy for conservative and discerning clientele. We have a history of delivering attractive long-term rates of return, which has been accomplished by performing exhaustive analyses to identify mispriced securities and concentrating our investments in the select opportunities that provide the greatest potential to safely grow our capital. We apply our disciplined value investment strategy to publicly traded equity and fixed income securities on a global basis, and our flexible mandate is designed to accommodate evolving investment conditions.

IBV Capital evolved from an established Family Office to become the investment management firm that we are today. The firm was formed to provide other families, individuals, and institutions with the opportunity to participate in the same disciplined value investment philosophy as the original Family Office. Our beginnings as a Family Office provided us with a unique perspective that has fundamentally shaped our culture and our investment strategy. These insights, along with a permanent capital base, further differentiate IBV Capital in how we operate and how we invest.

Job description:

Reporting to the Chief Executive Officer, the Vice President of Finance and Operations will be an entrepreneurial and multi-faceted individual responsible for the financial, operational, and compliance functions of the organization. The ideal candidate will be accountable for conducting day-to-day activities that require independence, deep technical expertise, and a detail orientated approach. They will also be encouraged to collaboratively and independently develop initiatives to foster sustainable growth for our rapidly growing investment management firm.

Desired Skills and Experience:

- Undergraduate degree in a relevant field
- CPA designation is required
- CFA, CSC or CIM certification an asset, preference will be given to candidates with a CFA
- Prior securities compliance experience and/or qualifications to be designated as a Chief Compliance Officer by a Canadian securities regulator is highly desirable
- Minimum 4-7 years of experience, with a focus on the investment management industry
- Intimate knowledge of IFRS

Key Responsibilities:

- Responsible for all aspects of the firm's compliance and finance functions, as well as the structuring of all internal processes and controls

Financial

- Coordinate all fund and firm annual audit activity as well as the fund's semi-annual financial statements
- Responsible for maintaining and enhancing the firm's accounting and reporting systems, ensuring compliance with appropriate IFRS standards and regulatory requirements
- Conduct annual budgeting, financial planning and tax planning process
- Prepare quarterly reporting packages for the firm's Advisory Board and shareholders
- Complete all day-to-day transactional aspects of accounting, bookkeeping, and payroll for the firm
- Manage, monitor and evaluate the company's operating budget and future forecasts of proposed budgets

Compliance

- Prepare compliance reporting across the firm's multi-jurisdictional business activities including; working capital submissions, insurance requirements, personnel and firm filings as well as company and fund financial statements
- Financial crime compliance (anti-money laundering, anti-terrorism, sanctions)
- Responsible for the preparation of subscriptions, redemptions, and all monthly client investment statements and management billings
- Develop and maintain a knowledge and awareness of investment industry, regulatory or policy changes that may impact the firm and its reporting requirements
- Designation as the firm's Chief Compliance Officer

Operations

- Responsible for managing the strategic relationships of the firm's key stakeholders including, but not limited to; Custodian, Brokers, Auditor, Legal Counsel, CRA, Regulators, and Fund Administrators
- Liaise with the Chief Executive Officer and Advisory Board on overall firm strategy and direction
- Review all current processes and initiatives and work to optimize all aspects of the business – a continuous improvement mindset is critical
- Assist in creating and implementing the firm's business development processes and contribute to prospective investor meetings and presentations

Key Success Criteria:

- Excellent verbal and written communication skills with the ability to present ideas in a clear, concise and compelling manner
- Demonstrated strong interpersonal skills with the ability to work effectively with colleagues, external counterparts and clients
- Must be flexible, adaptable and willing to take initiative in a highly entrepreneurial environment
- Proactive with the ability to efficiently manage different projects simultaneously to tight deadlines
- Extremely organized, able to prioritize projects effectively and work in a fast paced environment with minimal supervision
- Fluent written and oral communication skills in English

System Knowledge:

The following systems experience is an asset:

- QuickBooks
- Ceridian Payroll System
- Bloomberg
- Morningstar Office

*IBV Capital offers competitive wages and an opportunity to exceed for the right individual.
We thank all those who apply, however only candidates selected for interviews will be contacted.*