

Job Title: Manager – Compliance

Reporting to the Chief Compliance Officer, this individual will be responsible for managing the day-to-day compliance responsibilities for the Firm. The position is based in Toronto.

Company Profile:

Foyston, Gordon & Payne Inc. is a value-oriented investment counseling firm located in Toronto. The company manages assets on behalf of institutional and private clients across the country. We are seeking a qualified person to add to our team. More information on the company can be found at www.foyston.com.

Key Responsibilities:

- Create and monitor compliance rules for client accounts
- Complete regulatory filings (OSC, SEC)
- Respond to compliance related client questionnaires, audit requests and certificates
- Organize the annual internal risk control audit
- Prepare monthly and quarterly compliance reporting
- Monitor changing regulatory requirements
- Attend industry events to learn best practices and industry developments as they relate to compliance
- Communicate with external legal counsel
- Trade review authorization
- Best execution / trade cost analysis
- Participate in marketing meetings and review marketing materials
- Review of quarterly employee personal trading statements

Professional Experience / Qualification:

- 5+ years of experience in the investment industry, preferably in a compliance role
- Strong knowledge of the regulatory framework in Canada (Securities Act)
- University or College Graduate
- Multi-tasking capabilities
- Deadline driven
- Analytic thinking and problem-solving skills
- Excellent knowledge of Excel
- Highly organized
- Excellent verbal and written skills

To apply: Please send your resumé to HumanResources@foyston.com