

JOB POSTING

Wealth Management Associate

(Supporting Sub-Advisory and High-Net-Worth business channels.
reporting to the Head of Wealth Management)

Who We Are

Foyston, Gordon & Payne Inc. (FGP) is an investment management firm founded by three entrepreneurs in 1980 and now employs over 40 people, managing approximately \$7 billion in assets on behalf of institutional and private clients. Our portfolio managers look for quality and value in Canadian fixed income, Canadian equities, and Global equities, while our hiring managers look for dynamic and highly skilled people to join our organization. We are seeking a qualified person to add to our Wealth Management team.

Responsibilities

- Preparing trade orders for client accounts, including rebalancing and block trades for Client Portfolio Manager approval to bring portfolios in line with targets and underlying models.
- Execution of client cash flow transactions and ongoing monitoring of client accounts to ensure successful execution thereof.
- Monitor, update, and analyze Separately Managed Account (SMA) models. Implement FGP SMA model changes communicated by Portfolio Managers and ensure timely and accurate dissemination to SMA program sponsors via email and third-party portals (e.g., Envestnet, Wealth360, etc.); ensure all internal systems updated to reflect same.
- Monitoring of client accounts versus their policy mix/benchmarks and investment models, and analysis of client asset mix and performance.
- Proposing asset class rebalancing recommendations for individual clients to the Client Portfolio Managers, should their individual allocation fall outside of an agreed threshold.
- Maintain a detailed working knowledge of SMA clients' models, investment policies, third-party systems and maintaining accurate client records in Satuit (CRM).
- Prepare month-end, quarter-end, year-end reporting packages for Sub-Advisory Separately Managed Account (SMA) clients.
- Working closely with the Head of Wealth Management, Client Portfolio Managers, and Principal – Client Relationship and Business Development in ensuring high level of responsiveness and service delivery.
- Work closely with the Client Service Manager Team and support them in responding to client inquiries, and assisting with client-related support, including account openings, quarterly reports, year-end tax reports, etc.

- Maintain close relationships with SMA program sponsors and third-party vendors to ensure optimal client service and responsiveness to platform and technological changes/updates.
- Generate reports to update key internal stakeholders on business unit AUM, Account Flows, Model Updates, etc.

Key Attributes

- Ability to complete designated and assigned tasks in a timely manner and ability to prioritize multiple tasks at the same time.
- Exceptional verbal and written communication skills.
- Strong attention to detail leading to high level of accuracy in all work.
- Experience with portfolio management systems (e.g., Evolution, Envestnet, Wealth360, etc.).
- Solid working knowledge of equity and fixed income products for investment management industry.
- Strong Excel experience (macros, lookups, etc.) and excellent working knowledge of other Microsoft Office products, especially PowerPoint, Word.
- Investigative/inquiring nature with good problem-solving skills and able to work with minimal supervision.
- Team player able to work with colleagues in Client Service, Operations, Investments, Marketing, Business Development, and other departments.
- Previous experience in an investment operations or client servicing role in an investment management firm who is, enthusiastic and can build strong client relationships.

Career Progression Opportunity

Providing support and assistance to Wealth Management Client Portfolio Managers (as well as support to the administrative team), are the initial focus of this position.

However, the successful candidate will also be expected to develop an ability to identify business development opportunities, demonstrate success with prospect conversion, and ultimately progress, over the near term, towards the successful completion of the qualifications required to become registered as an Associate Portfolio Manager/Associate Advising Representative responsible for relationship management duties for FGP Wealth Management clients.

Progress towards this goal will be evaluated on an ongoing basis, including annual performance reviews.

Education and Experience

The ideal candidate is expected to be working towards the necessary qualifications to become an investment counselor or client portfolio manager over the medium term, has an entrepreneurial approach to business development, and excels in the technical aspects of portfolio management, from trading, to modeling, to asset mix management.

Preference will be given to candidates who have successfully passed Level 1 or higher of the CFA program, are progressing towards completion of the CFA charter, and/or have also attained or are progressing towards completion of other industry-related designations such as the CIM or CFP, in the areas of financial planning and investment management.

The ideal candidate is a university graduate with excellent oral and written English communication skills, proven capability with Microsoft Word and Excel as well as ability to produce PowerPoint presentations. Familiarity with the Evolution portfolio management software, Satuit CRM, and French language skills would be additional assets.

To apply for this position, email your resume and a cover letter to humanresources@foyston.com. Please be advised that only candidates selected for an interview will be contacted. We thank you in advance for your interest.

For more information about Foyston, Gordon & Payne Inc., please visit www.foyston.com.

Foyston, Gordon & Payne Inc. is an equal opportunity employer and is committed to diversity, equity, and inclusion. We are committed to fostering an inclusive, equitable, and accessible workplace where every team member feels valued, respected, and supported. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We welcome and encourage applications from individuals with disabilities; accommodations are available at all stages of the recruitment process, at the candidate's request.