

# Career Opportunity

## COMPLIANCE ANALYST

BCI offers an exceptional opportunity to work at a world-class organization while living in a west coast setting. We are a significant institutional investor whose investments span the world. Our major clients are pension plans, and the work we do helps to secure the retirements of hundreds of thousands of people. Our success depends on our employees. BCI empowers high-performing people in the continuous pursuit of excellence and sustainable success for our clients. The people who work here live our values – clients and BCI first, performance focused, world class, accountability, transparency, and integrity – each and every day.

We are expanding our team and our skill base to equip BCI for the future.

### OVERVIEW

Looking for a challenging and rewarding career in a world-class organization? Bring your expertise and analytical skills to BCI's Compliance team! The Compliance Analyst monitors, researches and analyzes a wide range of data to ensure corporate compliance objectives (e.g. pooled fund policies, regulations) are met while promoting an environment that reinforces the highest standards of ethics and integrity.

As part of the Legal Affairs department, the Compliance Office provides reasonable assurance to BCI executive management and the Board that effective compliance measures are in place, are well understood, and are respected by all employees.

The Compliance Office is responsible for internal compliance monitoring related to investment policies and adherence to BCI's *Code of Ethics & Professional Conduct* (the "Code"), and monitoring and reporting on regulatory compliance (insider reporting, take-over bids, SEC filings, suppression of terrorism filings, etc.). The team implements compliance measures, conducts surveillance testing, undertakes compliance reviews, and provides compliance awareness training to the corporation.

### QUALIFICATIONS

#### Must have:

- A university degree in Compliance, Risk Management, Business Administration/Commerce, Law or related field
- Minimum 3 to 5 years of experience in compliance & ethics, audit, investigations or related experience
- Exposure to audit or compliance programs
- Experience with conducting compliance reviews
- Excellent analytical skills
- Strong financial and business acumen
- Excellent written and verbal communication skills
- Excellent organizational skills and attention to detail

- Proficiency with Microsoft Office products
- Effective report writing skills

**Preferred:**

- Experience in the financial industry
- Experience with internal investigations
- Successful completion of the Canadian Securities Course, or commitment to complete upon hire
- Exposure to over-the-counter and exchange-traded derivatives
- Working knowledge of order management systems
- Familiar with privacy legislation, financial industry regulations and marketplace rules

**CLOSING DATE: OCTOBER 24, 2018**

To learn more about this position and apply, go to [careers.bci.ca/res\\_joblist.html](https://careers.bci.ca/res_joblist.html).

BCI provides employees with a productive and fast-paced work environment, competitive compensation, a performance incentive plan, four weeks of vacation, employer-funded health & wellness plans, and a defined benefit pension plan.

Our recruitment process requires that the successful candidate agrees to undergo a criminal record search, education and designation verification; to provide a declaration of no previous or current criminal status; and to comply with our corporate *Code of Ethics & Professional Conduct*.

Interested in joining our team and want to learn of other career opportunities with BCI? Create a profile and sign up for job alerts at [careers.bci.ca](https://careers.bci.ca).