

**Come Build a Career At SHEPP
Investment Analyst – Operations
(Permanent Full-Time Position)**

Established in 1962, SHEPP is a multi-employer, defined benefit pension plan which serves the healthcare industry in Saskatchewan. With over 60,000 members and over \$9 billion in assets, SHEPP is the largest defined benefit pension plan in the province. We strive to deliver professional pension administration services through a team of passionate, qualified and dedicated individuals. We believe in the organisation's culture and positively impact it every day. We are committed to serving the best interests of our members by delivering a consistent experience to all stakeholders, that is guided by our service standards. We provide our employees a valuable work experience, a competitive compensation package and the opportunity to integrate work and life in a healthy and effective way.

As a member of the investment team, the Investment Analyst - Operations is responsible for supporting the day-to-day investment operations, executing on administrative processes, ensure data integrity to support effective oversight of the Fund and its external investment managers, and supporting senior members of the Investments team. Reporting to the Manager of Investment Operations, the Investment Analyst - Operations is responsible for monitoring the Fund assets against policy, coordinating rebalancing and cash flows, data management and support of performance and risk analysis, and compliance reporting.

Qualified candidates will have a post-secondary degree in finance, business administration, economics, commerce, actuarial science or related field supplemented by two or more years of experience in a relevant role. A combination of equivalent education, training and experience will be considered. A Chartered Financial Analyst (CFA) designation, Certificate in Investment Performance Measurement (CIPM), Chartered Alternative Investment Analyst (CAIA), Chartered Professional Accountant (CPA) or enrolment and advancement in one of these programs would be an asset.

To succeed in this position, you will have knowledge of concepts related to financial management, capital markets, securities analysis and portfolio management; strong research, analytical and writing skills; and can work effectively with others at all levels of the organisation and with external service providers. You will have knowledge of accounting principles and practices and excellent communication and interpersonal skills. You will also have basic knowledge of defined benefit plan provisions and funding principles and relevant pension legislation and regulation is considered an asset.

In addition, you will exercise good judgement and can work with a low to moderate amount of independence; have problem identification and resolution abilities with ability to escalate issues appropriately; and are proficient in Microsoft Excel, Word, PowerPoint, and Outlook.



Job Posting

Salary Range: \$64,468 to \$80,585 (based on qualifications and skills)

Please submit your resume no later than Friday, December 3, 2021 to:

Courtney Gaudet
Manager of Employee Experience & Communications
Saskatchewan Healthcare Employees' Pension Plan
102-4581 Parliament Avenue
Regina, SK S4W 0G3
E-mail: careers@shepp.ca