POSITION DESCRIPTION

Title:	**Specialist Investment Performance**
Department:	**Investment Performance**
Immediate supervisor:	**Manager Investment Performance**

CORE ACCOUNTABILITY

Under the direction of the Manager, Investment Performance, the Specialist, Investment Performance provides information to investment management staff on the performance of the Vestcor Investment Entities and our clients. The incumbent maintains several excel spreadsheets and uses the investment accounting software to produce specialized reports to provide investment staff with accurate and timely information. Such reports calculate weekly, monthly, and annual performance and attribution results.

MAJOR RESPONSIBILITIES

1. Maintains the Benchmark file and Benchmark Data Hub file on a daily basis.
2. Prepares preliminary performance measurement & attribution results of client & Vestcor Investment Entity returns.
3. Prepares Client attribution files.
4. Performs verification checks of the client asset class returns.
5. Prepares the monthly Pooled Fund Report for External ISDA counterparties.
6. Performs monthly and quarterly checks of various Total Fund and Client reports.
7. Performs ad hoc requests as well as business plan initiatives.

COMPETENCY PROFILE

1. Post secondary degree in a relevant field with some practical related work experience or a minimum of five (5) years of combined education/work experience in the accounting/finance field.
2. Currently enrolled or willing to enroll in the CFA Institute's Certificate in Investment Performance Measurement (CIPM) program.
3. Canadian Securities Course is desirable.
4. Excellent problem-solving and analytical skills.
5. Team player, excellent interpersonal, presentation and communication skills.
6. Proficient with Microsoft excel software and good overall computer skills.