



Position: Trading Operations Associate

Term: Full time

Supervisor: Executive Vice President, Head of Trading

Location: Toronto

About Evolve ETFs

With over \$9.5 billion in assets under management, Evolve specializes in bringing innovative ETFs to Canadian investors. Evolve's suite of ETFs provide investors with access to: (i) index-based income strategies; (ii) long term investment themes; and (iii) some of the world's leading investment managers. Established by a team of industry veterans with a demonstrated ability to succeed, Evolve creates investment products that make a difference. For more information, please visit www.evolveetfs.com.

Position Summary

Under the supervision of the Executive Vice President, Head of Trading, you will help run the firm's daily trading operations from the start of the day through to the close and beyond. The morning is focused on the time-sensitive routine that must be completed before the market opens – preparing reports, reconciling cash and positions, processing fund flows and wires, and supporting the desk's trading and settlement activity. Operational activity continues through the day after the 9:30 a.m. open, with monitoring, reconciliation, problem-solving and project work that keep the funds running accurately.

This opportunity is ideal for individuals with an operations background and strong data management skills who are comfortable starting early and working to tight deadlines in an energetic, entrepreneurial environment. The role begins around 6:00 a.m. ahead of the open, offset by an early finish. You will be part of a small, highly skilled and focused team, and be hands on with all aspects of investment fund operations.

Key Responsibilities

- Run the daily pre-market operational routine, starting early (typically around 6:00 a.m.) to ensure the funds are ready to trade before the 9:30 a.m. open.
- Prepare and review the suite of morning reports, and act as the first line of review each day, identifying, investigating and escalating any unexpected issues before processing.
- Perform daily cash and position reconciliations across funds, resolving breaks and ensuring books and records are accurate.
- Process daily fund flows and trading-related activity, including creations and redemptions, mutual fund trades, money market deployment, FX, crypto and leverage movements, and the associated wires and settlements.
- Maintain and use the firm's order management and custodian systems, booking trades and movements and keeping data accurate and complete.
- Support NAV, compliance and benchmark reporting, and communicate clearly with internal teams, custodians, prime brokers, banks and dealers.
- Continue operational activity throughout the day after the open, including monitoring funds, reconciling intraday activity, preparing the daily fund monitor, and following up on outstanding items.



- Take on periodic and event-driven work as it arises, such as interest expenses, management fees, distributions and portfolio rebalancing, as well as process improvement and automation projects.

Education / Accreditation

- Bachelor's degree in finance, accounting, economics or a related field is an asset.
- Canadian Securities Course is an asset.

Experience and Specific Skills

- An operations background is required, ideally in trade support, fund administration, reconciliations, settlements or custody operations.
- Willingness and ability to work early hours, starting around 6:00 a.m., with a correspondingly early finish, while remaining available for operational activity through the trading day.
- 2 - 5 years of relevant financial services experience. ETF experience is an asset but not required.
- Strong Excel and data management skills are required; the ability to build tools and automate processes using Python or VBA is a strong asset.
- Familiarity with fund administration and fund accounting concepts, including NAV, trade settlement, reconciliation and collateral / margin management.
- Familiarity with order management systems (e.g. Eze) and custodian / banking platforms (e.g. BNY Nexen) is an asset.
- Understanding of financial instruments across equities, listed options, FX, money market and fixed income securities, and crypto currencies is an asset.
- Ability to work independently and accurately to meet tight deadlines, with strong organizational, time management and problem-solving skills and high attention to detail.
- Goal oriented and outcome focussed personality.

This position offers a competitive remuneration package.

All people interested in this position may send their resume to: info@evolveetfs.com.

Please note that only successful applicants will be contacted. Interview will include an Excel based test.