



Are you ready for a change? CN Investment Division (the Division) is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. Established in 1968, the CN Investment Division manages one of the largest single-employer defined benefit pension funds in Canada and holds a long track record of solid performance. Approximately C\$18 billion is actively managed in-house by 91 employees for the CN Pension Plan's approximately 48,800 pensioners and pension plan members. The Division also manages the assets of the CN Pension Plan for Senior Management and the BC Rail Pension Plan.

The Division's culture is nimble, innovative, collaborative and risk-aware. Pensioners are always at the heart of what we do. As a part of the CN Investment Division team, you will always be learning, adapting, and creating solutions to keep pace in a changing world. You will also work in a flexible, inclusive, and equity-focused environment with lots of room to thrive and grow your career and skills.

Join our team and be part of something great.

Position: Intern, Investment Operations and Finance

Current Opportunity

In this role, you will support the Division's Investment Operations and Finance department, specifically the Middle Office and Treasury Operations and Investment Accounting teams.

As the ideal candidate, you are a strong team player with excellent communication skills, strong problem-solving and analytical skills, and attention to detail. You are organized, self-motivated, and flexible. You are able to meet deadlines and you have an excellent work ethic.

Primary Responsibilities - Middle Office and Treasury Operations

- Provide trade support for all trading activities, including derivatives, using Bloomberg Order Management System
- Conduct reconciliations and provide treasury support for the cash movements and wire payments across the administrative and investment activities
- Support the collateral and exposure management processes across counterparties
- Collaborate with internal teams on trade capture and contribute to various initiatives as needed

Primary Responsibilities - Investment Accounting

- Conduct reconciliations and validations for investment-related activities (positions held, cost, market value, and investment income) and identify discrepancies between the accounting book of records (ABOR) and the custody records
- Ensure accounting, tracking, and reporting of all life cycle events relating to corporate actions
- Follow up on all outstanding global issues and ensure all dividend rates, reclaims, and withholding taxes reflect the latest updates from global issues reports as per our custodian

Professional Requirements

- In process of completing second or third year of a Bachelor's degree in Accounting or Finance
- Completion of the Canadian Securities Course, an asset
- Bilingual (French and English)

Desirable Skills and Aptitudes

- Exceptional organizational skills
- Proficient in Microsoft 365 applications (Excel, Word, PowerPoint, Outlook, SharePoint, and Teams)
- Strong creativity and autonomy in gathering, compiling, and analyzing information from various sources
- Excellent interpersonal and communication skills, both verbal and written
- Keen attention to detail
- Quick learner with the ability to adapt rapidly
- Collaborative and effective team player

If this position sounds like you, we would love to hear from you! Please send your application via email to jobs@cnid.ca. The information received will be treated in strict confidence.

The Division values diversity and is committed to employment equity. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sexual orientation, gender identity, national origin, age, physical or hidden disability, or protected veteran status. You are encouraged to apply and to self-identify so we can work toward full representation of those groups within our company. Should you require any accommodation in the application or interview process, please just let us know.

We appreciate your time and effort, however, only candidates selected for an interview will be contacted. Thank you for your interest in the CN Investment Division.