

## POSITION DESCRIPTION

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<b>Title:</b>	<b>Investment Analyst – Alternative Fixed Income</b>
<b>Department:</b>	<b>Fixed Income</b>
<b>Immediate supervisor:</b>	<b>Vice-President, Fixed Income</b>

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### CORE ACCOUNTABILITY

The Investment Analyst will work with the Fixed Income Team performing research and analysis activities in support of the team’s Portfolio Managers. This role will mainly include conducting research and analyses on various alternative fixed income investment opportunities and may also require the Investment Analyst to assist with various portfolio management monitoring activities from time to time.

This position may also be asked to perform analyses on fixed income markets outside the alternative fixed income market, in addition to other ad hoc assignments.

### MAJOR RESPONSIBILITIES

- Monitor and research alternative fixed income markets.
- Analyze alternative fixed income fund, co-investment, and direct investment opportunities; prepare supporting documentation and reports.
- Support investment transaction analyses, including financial modeling, due diligence, and structuring.
- Assist the Portfolio Manager with portfolio monitoring, management, and risk analysis.
- Review research, attend conferences, and build a network of industry peers to deepen market insight.
- Provide backup support to the Fixed Income Associates and Portfolio Managers.
- As the backup to the Money Market Portfolio Manager, support cash management activities, including monitoring, trade execution, and settlement.
- Mentor the Fixed Income Associates.
- Perform other duties as required.

### COMPETENCY PROFILE

- Post-secondary degree in business with a strong understanding of capital markets.
- Professional designation completed or in progress (e.g., CPA, CFA, CAIA).
- Strong verbal and written communication skills.
- Demonstrated work ethic, initiative, and drive.
- Solid fundamental research and analytical capabilities.
- Minimum of two years of relevant work experience.
- Advanced proficiency in Microsoft Office, particularly Excel, within a highly digital environment.
- Proven ability to execute ideas and projects with strong attention to detail.
- Interest in and knowledge of private markets.
- Ability to collaborate effectively in a team-oriented environment.
- Willingness to travel as required.