



## **Senior Analyst - Operations, Technology and Controls**

**Location: New York**

Fiera Capital Inc. is the U.S. division of Fiera Capital Corporation, a leading North American independent investment manager with over \$85 billion in assets under management as of December 31, 2016. Fiera Capital offers thoughtful investment solutions for high net worth individuals and institutions. The U.S. division currently manages approximately \$19.6 billion in assets across a spectrum of traditional, nontraditional, and bespoke investment strategies. To learn more about the company, please visit: [www.fierausa.com](http://www.fierausa.com).

Fiera Capital Inc. is indirectly wholly-owned by Fiera Capital Corporation, which is listed on the Toronto Stock Exchange.

### **POSITION SUMMARY**

Reporting to the Executive Vice President - Operations, Technology and Controls, the Senior Analyst will implement long-range plans for institutionalization of process innovation and excellence throughout the organization. In this role, the Senior Analyst will establish and oversee program management policies, governances, and subsequent dash-boarding of enterprise wide metrics. In addition, this role directs the firm's ERM enterprise-wide program and various process improvement projects in support of organizational goals.

### **KEY RESPONSIBILITIES**

- **Process Innovation**
  - Design and develop overall vision and strategy to achieve and maintain superior results in process improvement
  - Implement and lead continuous quality improvement processes throughout program and service areas, focusing on systems/process improvement
  - Identify and institutionalize processes, tools, and methodologies which enable and maintain the long-term success of company's excellence initiatives
  - Create & execute transformation roadmaps
- **Project Management**
  - Rigorously manage milestone deliverables to ensure agreed/approved value is delivered and commitments achieved within time, cost, & quality parameters
  - Implement and maintain appropriate Program Management methodology using best practice approach (PMBOK)
  - Maintain responsibility for all MIS needs across all phases including reporting, dashboards, scorecards, capacity plans schedules
- **Enterprise Risk Management**
  - Establish and implement operating procedures to ensure proper internal controls in areas related to risk management
  - Ensure issues & risks are proactively identified and alternative approaches/mitigation plans are established
  - Implement Enterprise Risk Management (ERM) program requirements and objectives and ensure effective ERM risk identification, monitoring, analysis, and reporting to senior management
  - Provide leadership in regards to ERM initiatives and ensure the organization has effective ERM policies, procedures, and tools



#### **EDUCATION/ACCREDITATION**

- Bachelor's degree in information technology or business administration
- PMP certification or equivalent, an asset

#### **SPECIALIZED SKILLS AND EXPERIENCE**

- Minimum 5 years of experience in management consulting, internal consulting, or business transformation roles within the financial services industry preferably in asset management
- Experience transforming business through enterprise-wide large scale transformation initiatives and business unit specific targeted initiatives
- Demonstrable experience in stakeholder management and execution of complex projects
- Knowledge of Enterprise Risk Management Framework, risk assessment, developing risk profile and process controls
- Superior process improvement/re-engineering skills
- Exceptional interpersonal & communication skills (both written & verbal) with the ability to build relationships with various teams and commitment at senior management levels
- Strong process and analytical skills with the ability to manage various initiatives in a deadline driven environment
- High proficiency in problem solving and negotiation
- Strong knowledge MS Office; particularly Excel and PowerPoint

**Those interested in this position may send their resume to [careersUS@fieracapital.com](mailto:careersUS@fieracapital.com). Please note only qualified applicants will be contacted.**

Fiera Capital is an Equal Opportunity Employer committed to inclusion and diversity.