



OPERATIONS ANALYST • PERMANENT POSITION • FULL TIME • OLD MONTREAL

WHO WE ARE

Giverny Capital is an investment advisor specializing in private wealth management. Founded on a long-term investment philosophy rooted in fundamental analysis, our firm is recognized in Canada and internationally for its **credibility, rigour and integrity**.

We place transparency and excellence at the heart of each of our professional relationships. More than clients, those who entrust us with the management of their investments are partners to us. At Giverny Capital, every team member contributes directly to the performance and reputation of a firm that creates value over the long term.

Joining our team means growing in a stimulating professional environment, upholding the highest standards of integrity and ethics — and seeing the concrete impact of your own work every day.

THE ROLE

The Operations Analyst is an essential component of the firm's smooth functioning. You are the person who ensures every transaction is processed with precision, portfolios are reconciled with rigour, and our partners receive reliable, well-presented information.

This role offers direct exposure to the operations of a recognized active management firm, with concrete responsibilities from day one within a trusted team where your contribution is recognized.

KEY RESPONSIBILITIES

Transactions and Settlement

- Enter and validate data daily in the portfolio management system, ensuring the accuracy and traceability of every transaction
- Prepare, verify and transmit transaction orders to counterparties within required timelines
- Monitor transaction settlement and proactively resolve discrepancies with brokers and custodians
- Participate in the transactional process during model portfolio rebalancing

Reconciliations and Data Integrity

- Reconcile accounts with our custodians — identify, analyze and resolve discrepancies within required timeframes
- Reconcile the transaction journal and ensure consistency between client portfolios and external sources
- Maintain and update internal databases: price data, financial instruments, client information

Reporting and Regulatory Documents

- Produce accurate and well-presented reports and documents for our clients
- Contribute to the preparation of regulatory documents required by relevant authorities

- Maintain and update operational documentation and internal procedures

Note that the above list of responsibilities may not be exhaustive

CANDIDATE PROFILE

Education and Experience

- Bachelor's degree in business administration, finance or a related field
- Minimum of 3 years of relevant operations experience in the banking sector or at an investment firm
- Excellent command of Excel (pivot tables, advanced formulas, macros) and comfortable with technology tools and AI
- Knowledge of financial markets and basic instruments (equities, bonds, funds)
- Bilingualism in spoken and written form (French and English)

Skills and Personal Qualities

- Exemplary rigour and attention to detail: in this role, precision is non-negotiable
- Analytical skills and strong foundations in financial mathematics
- Sense of responsibility, initiative and integrity — you handle sensitive data with the utmost care
- Team spirit, strong listening skills and interpersonal ease — you know how to collaborate as well as work independently
- Ability to work under pressure and meet tight deadlines (end of day, end of month) without ever sacrificing quality

CONDITIONS D'EMPLOI

Position Type	Permanent, full time
Work Location	Old Montreal — primarily on-site work
Compensation	Competitive based on experience (base salary plus bonus)
Benefits	Group insurance, group RRSP, training budget and other benefits
Environment	<i>Human-scale</i> team, a culture built on trust and excellence.

HOW TO APPLY

Please submit your application on our [website](#).

We thank you for your interest in Giverny Capital. We will only contact candidates whose applications have been selected for further consideration.