



JOB TITLE: Audit Coordinator
DEPARTMENT: Compliance, Worldsource Wealth Management Inc. (“WWM”)
REPORTS TO: Director, Compliance, Worldsource Financial Management Inc. (“WFM”) and Chief Compliance Officer, Worldsource Securities Inc. (“WSI”)
LOCATION: Markham, ON

JOB STATEMENT:

The successful candidate will be responsible for providing joint clerical and administrative functions for the Regional Compliance team, reporting to the WFM Director, Compliance, and the WSI Auditor, reporting to the WSI Chief Compliance Officer. The candidate must enjoy working as part of a team, be highly detailed, organized and accurate and have the ability to work under pressure and meet deadlines. In addition, the candidate must work without supervision, exercise initiative and use independent judgment in the performance of assigned tasks.

ESSENTIAL FUNCTIONS:

- Assisting the Regional Compliance Officers and the WSI Auditor with preparing and gathering documentation for branch/sub-branch audits and compliance investigations;
- Preparing and maintaining spreadsheets/database/internal logs;
- Generating reports;
- Researching and analyzing as required;
- Providing day-to-day administrative support: maintaining files, faxing, copying and e-mail correspondence;
- Completing special projects as required by the Chief Compliance Officers of WFM and WSI and/or Director, Compliance and/or the Regional Compliance team; and
- Providing assistance, from time to time, to the Chief Compliance Officers of WFM and WSI.

JOB SPECIFICATIONS:

- Post-secondary education
- Successful completion of the Canadian Securities Institute’s CSC or IFIC mutual funds course, preferred or working toward completion
- Familiarity with NDEX, Creosus and Dataphile is an asset
- Excellent working knowledge of Microsoft Excel
- Strong working knowledge of Microsoft Word and PowerPoint
- Organized, accurate and detailed
- Excellent grammar and spelling
- Ability to work independently and Ability to work independently and use independent judgment

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@worldsourcewealth.com.

Worldsource is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Worldsource will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.

