

HughesLittle Investment Management Ltd.

HughesLittle Investment Management Ltd. is filling a Corporate Accountant and Investment Management Administrator position. This is a new full-time position with a boutique Investment Manager based in Vancouver, B.C.

- The primary responsibilities and qualifications required for this position, can be found below.
- If you are applying for this position: in a *point form summary*, list your experience in fulfilling the primary responsibilities of the position and what you have done to meet these qualifications.
- The only things you should send us are your *point form summary* and your *resume*. Do not send us any reference letters, transcripts, or other information.
- Email your response to hr@hugheslittle.com. Our communications will be by email.

The deadline for your submission is 5:00 pm Vancouver time Friday **May 29, 2026**.

More about HughesLittle Investment Management Ltd. can be found at www.hugheslittle.com.

HughesLittle Investment Management Ltd.

Corporate Accountant and Investment Management Administrator

About the Role

HughesLittle Investment Management Ltd. (“HughesLittle”) is a Vancouver-based boutique Investment Manager providing investment management services to two pooled funds and the managed investment accounts of individuals, corporations, and pension plans.

We are hiring a full-time **Corporate Accountant and Investment Management Administrator** to play a significant role in daily operations. This is an “in-office” position with limited hybrid opportunities.

Primary Responsibilities

Corporate and Pooled Fund Accounting

- Assist in all aspects of Corporate Accounting, including accounting for HughesLittle and its related ownership’s holding companies and trusts.
- Perform day-to-day accounting and data entry for the pooled funds and the managed investment accounts using the Advent Axys Portfolio Management System.
- Prepare schedules, reports and financial statements for pooled funds and annual corporate audits.
- Prepare pooled fund and managed investment account valuations and reconciliations.
- Assist in preparation of regulatory documents and filings.

Investment Management Administration and Operations

- Perform administrative duties for account openings and account maintenance.
- Process investment transactions and prepare confirmations for pooled fund purchases and redemptions.
- Process client deposits and wire transfer payments (including RRSP and RRIF payments).
- Prepare and organize quarterly client statements and mail outs.
- Respond to client requests for documentation and general account information.
- Liaising with third party service providers and vendors (including custodians, banks, auditors).
- Assist in management of the corporate website, client and portfolio management database.
- Assist in general operations of HughesLittle.

Qualifications

- Undergraduate degree in Accounting, Finance, Business Administration, or a related field (a professional designation or pursuit of one would be a significant asset).
- 1 to 3 years of experience in accounting or corporate administration (experience with an investment management firm would be preferred).
- High proficiency of the Microsoft Office Suite. Experience with Accounting Software (ex. Sage) and Portfolio Management Software (ex. Axys) would be an asset.
- Experience working in a small team.

What we Offer

- Competitive compensation based on qualifications and commensurate with industry standards.
- Opportunities for continuous learning and professional growth.

HughesLittle Investment Management Ltd.

Important Information

HughesLittle is an equal opportunity employer. It is HughesLittle's policy to select applicants for employment based on their qualifications, with emphasis on selecting the best qualified person for the position. We are committed to fostering an inclusive and accessible work environment. We welcome applications from individuals from all groups, regardless of race, ethnicity, culture, gender, sexual orientation, religion, socio-economic status, age, and physical ability.