

## **Compliance Law Clerk Sun Life Financials**

### Role Summary:

The Compliance Law Clerk prepares non-financial, regulatory compliance filings for the public company Sun Life Financial Inc. and five of its significant subsidiaries to ensure timely, complete and accurate filings are made to world-wide regulators, including stock exchanges, the Canadian federal insurance regulator and provincial insurance offices. The successful candidate will maintain internal reporting procedures and databases. The Compliance Law Clerk is in regular communication with internal and external contacts and reports to the Director, Compliance in the Corporate Secretary's Department.

### Compliance:

- Prepare non-financial, regulatory compliance filings for Sun Life Financial Inc. and its significant subsidiaries
- Prepare and maintain confidential records for federally regulated companies
- Maintain subsidiary company database including directors and officer changes
- Prepare notices of change regarding directors, officers, and other corporate information for regulators
- Prepare and file annual extra provincial filings and chief agent service fees, and provide quarterly corporate information for U.S. regulatory filings
- Prepare quarterly dividend documentation for Board approval and related regulatory and internal notifications
- Coordinate the production and placement of annual meeting and dividend notices in newspapers.
- Assist with annual Related Party Procedures and other due diligence procedures including annual director and officer questionnaires
- Prepare annual CRA Statistics questionnaires for Canadian subsidiaries

### Board:

- Assist with the distribution of Board and Board Committee meeting materials.

### Qualifications, Skills and Competencies:

- Three to five years experience as a Corporate Law Clerk in a public company Corporate Secretary's Department, law firm or in-house legal environment
- College diploma (preferred)
- Advanced computer skills (Excel, Word, Lotus Notes, Visio), database administration and web-based data management and use of office equipment
- Ability to independently manage competing priorities with sensitivity to internal clients and deadlines
- Initiative and attention to detail
- Above average written and verbal communication skills
- Above average organizational skills