

Compliance Law Clerk – Sun Life Financial, Toronto, ON

You believe life is about aiming high and making an impact. At Sun Life Financial, we work together, share common values and help each other grow and achieve goals.

With roots tracing back to 1865 in Canada, Sun Life Financial has grown to become an established and trusted name in insurance and financial services, with offices and operations in key markets around the world. We recognize that our growth, success and reputation for excellence are due in large measure to our talented and dedicated employees.

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 and improve upon internal reporting procedures and, databases. The Compliance Law Clerk is in regular communication with internal and external contacts and reports to the Senior Manager, Compliance in the Corporate Secretary's Department.

Main Accountabilities:

Compliance:

- 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 director and officer questionnaires
- Prepare annual CRA Statistics questionnaires for Canadian subsidiaries

Board:

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

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), 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

Please contact us by applying here:

<https://sunlifefinancial.taleo.net/careersection/10160/jobdetail.ftl?lang=en&job=OFF01759&src=JB-10>

Application deadline: August 25, 2011

Sun Life Financial promotes equal opportunity employment.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.