

Sharno Group – Company Profile

Sharno Group Inc. is a privately-owned independent principal investment group and single family office focused on identifying strategic, value-add investment opportunities across a wide range of traditional and alternative asset classes and strategies. With a commitment to value creation, Sharno seeks strategic partnerships and employs a long-term perspective in its approach to investment underwriting and selection.

For additional information, please visit: www.sharnogroup.com

Position Summary

This is a rare and unique opportunity to join a leading single family office with an entrepreneurial vision. By joining this team of active, driven, and aspirational professionals, the chosen candidate will have transparency and influence into the private wealth planning and investment decision making of the firm. The successful candidate would be a team player, motivated, driven, organized, detail-oriented, and has a desire to contribute to the larger aspirations of the family office. This position will require the individual to wear many hats providing the opportunity for an immense learning experience.

The responsibilities, job focus, and evolution of the successful candidate's role may vary depending on the chosen candidate's strengths, fit, and aspirations.

Job Opportunity Highlights:

- Early member of a growing, motivated, and entrepreneurial team.
- Transparency and involvement into the investment opportunities pursued by the firm.
- Dynamic role and team; opportunity to learn.
- Opportunity to evolve and expand the scope and depth of responsibilities with the firm.

Essential Functions

- Support the day-to-day financial operations of the firm.
- Assist with investment reconciliations for the family members and holdings entities.
- Assist with bookkeeping as required.
- Actively participate in month-end close processes, including assistance with monthly reconciliations (bank accounts, credit cards, etc).
- Assist with timely internal reporting of financial results across the portfolio.
- Assist with treasury process, including processing of electronic transfers and cheque runs.
- Maintaining analytical tools to support the firm's investment decision making process.
- Participating in discussions with the team, external stakeholders, and investment opportunities.
- Preparing various investment-related analysis to support the investment team.
- Administrative duties may be required as necessary.
- Undertaking of various other special projects from time to time, including assistance with financial due diligence.

Competencies

- Bachelor's Degree in Accounting or Finance.
- Minimum of two to three years of relevant professional experience.
- MS Office, specifically Excel, use at high proficiency.
- Ability to manage a high volume of workflow with a high level of accuracy and efficiency.
- Result oriented and strong attention to detail with exceptional analytical and critical thinking.
- Ability to clearly communicate complex subject matter to non-technical audiences.
- Excellent communication (oral and written), interpersonal, and presentation skills.
- Self-motivated, flexible, adaptable, and resourceful.
- Excellent written and oral English proficiency.
- Strong planning, organizational, and time management skills.

This is a full-time position; the successful candidate must be prepared to work overtime if necessary. Compensation commensurate with experience.

The position is available immediately.

Sharno Group Inc.'s office is located at 446 Spadina Road, Suite 301 in Midtown Toronto.

Interested candidates should email cover letters and resumes to bradley@sharnocapital.com

We thank all applications; only those selected for an interview will be contacted.