



Counsel & Corporate Secretary
Toronto, Ontario

Brookfield Annuity Company is a life insurance company with a primary focus on the pension risk transfer market in which buy-out and buy-in group annuity policies are sold to defined benefit pension plans in Canada. The company was licensed by OSFI in late 2016. With annual Canadian pension risk transfer volumes being over \$7B and growing, new members of the Brookfield Annuity team will have the opportunity to be part of this exciting company and market.

For more information about Brookfield Annuity, visit our website at www.brookfieldannuity.com.

Brookfield Annuity is wholly owned by **Brookfield Asset Management Reinsurance Partners Ltd.** ("BAM Re"). BAM Re operates a leading financial services business providing capital-based solutions to the insurance industry. Through its operating subsidiaries, BAM Re offers a broad range of insurance products and services to individuals and institutions, including life insurance and annuities, health, and personal and commercial property and casualty insurance.

Brookfield Annuity is hiring a **Counsel & Corporate Secretary** to join the Legal and Compliance teams. This role will report to the General Counsel and Chief Compliance Officer. Counsel in this role will act as the Corporate Secretary for Brookfield Annuity and will provide legal support to all aspects of the company's operations. Counsel will also contribute actively to the company's regulatory compliance activities. The role involves pension and insurance knowledge and experience working in or with regulated financial institutions. Counsel will interact with other functions and departments, including sales, actuarial, operations, investments, risk, and finance.

Responsibilities

Corporate secretarial

- Act as Corporate Secretary in quarterly and *ad hoc* Board and Board Committee meetings
- Prepare agenda, materials, and minutes in support of each meeting
- Communicate with members of the Board of Directors and other attendees
- Maintain and prepare detailed and orderly corporate records

Corporate filings

- Maintain the Company's insurance licences and business registrations
- Maintain the Company's regulatory filing calendar and related documentation
- Prepare, review, and submit regulatory filings under the responsibility of the Compliance function

Contracting

- Draft group annuity policies and related insurance documents and negotiate terms with policyholders and their advisors

Group annuity administration support

- Provide legislative interpretation support to the Operations team on pension and insurance related questions impacting annuities generally
- Provide drafting support to the Operations team on annuitant standard communications and case-specific communications

Regulatory compliance

- Support the Director, Compliance and Risk, in meeting regulatory requirements and related controls
- Provide legislative interpretation advice to the company's functions and departments in connection with regulatory compliance requirements

Ad hoc advice

- Provide legal support to the General Counsel and Chief Compliance Officer as needed on regulatory matters, including privacy, AML and ATF, and compliance with OSFI guidelines
- Provide training and other materials in relation to regulatory matters as needed
- Participate in / lead internal working groups on ad hoc projects

Required Skills and Experience

- Qualified to practice law in Ontario and a member in good standing of the Law Society of Ontario
- 4 to 6 years of experience as a qualified lawyer
- Demonstrated interest or experience acting as Corporate Secretary
- Experience working with or in a regulated financial institution required
- Pension or insurance law experience an asset
- Superior organizational skills
- Demonstrated attention to detail
- Superior oral and written communication skills
- Strong critical thinking skills
- Ability to manage and balance competing interests of multiple stakeholders
- Ability to work on multiple tasks effectively and efficiently, managing priorities
- Motivated, resourceful and effective at working as part of a small, dedicated team

Please email your application to careers@brookfieldannuity.com. Please include your resume and any covering comments you wish to provide.

All applicants must be legally eligible to work in Canada. Employment is contingent on the satisfactory completion of pre-employment background and reference checks. The successful applicant will be required to show proof of full COVID-19 vaccination, subject to any required accommodation under human rights law.