



Summer Intern – Fund Financial Reporting
IGM Financial, Mackenzie Investments – Toronto Office
[Job Link](#)

IGM Financial Inc. is a leading wealth and asset management company in Canada, managing approximately \$271 billion in assets. It offers financial planning and investment services to over two million Canadians through IG Wealth Management and Mackenzie Investments.

Mackenzie Investments, founded in 1967, is a key part of IGM's business model, serving as a comprehensive asset-management partner for Canadian financial advisors and their clients.

At Mackenzie Investments You Can Build Your Career with Confidence. We are proud to be recognized as one of Canada's Top 100 Employers for the fourth consecutive year and one of Canada's Best Diversity Employers. Our vision and strategy aim to innovate the industry and support Canadians in achieving their financial goals.

Join our team to engage in continuous learning and skill development in a supportive environment. Experience the best of both worlds with our hybrid work environment, where you spend three days a week in the office, connecting, collaborating, and enjoying quality time with your amazing colleagues! Our Values: Be better; we strive for improvement in everything we do. Be accountable; we foster clarity and are empowered to act responsibly. Be a team; we are united to drive collective impact to achieve our goals.

Position

Fund Financial Reporting is currently hiring an intern looking for a summer term position, May to August 2026. Candidates in an undergraduate program that will be returning to school after the internship are eligible to apply.

Fund Financial Reporting is responsible for regulatory reporting for all IGM mutual funds, exchange-traded funds, pooled funds and offshore funds.

The role works as part of a wider Fund Financial Reporting team to prepare and analyze financial, statistical and portfolio information for these funds.

Located in our Toronto office, the intern will be responsible for the following activities:

Responsibilities:

- Prepare annual financial statements, management reports of fund performance (MRFP), quarterly portfolio disclosures (QPD), and Fund Fact Sheets (FFS) for mutual funds and pooled funds as required.
- Ensure the accuracy and timely completion of all data for each fund's financial statement, MRFP, QPD, and FFS.
- Coordinate with a desktop vendor to create final PDF documents, ensuring all changes to data,

tables, and charts are made accurately.

- Assist in preparing fund tax calculations and filing tax returns
- Manage the version control process for various drafts of financial statements, MRFP, QPD, and FFS in digital format.
- Assist with various ad hoc reports as needed.

Requirements:

- Registered students returning to school in 2026 in a related field (BCom, BBA, BA, BSc, etc.)
- Ability to work well in a team environment.
- Strong analytical skills with attention to detail
- Ability to self-motivate and prioritize time-sensitive deadlines.
- Familiarity with financial statements or International Financial Reporting Standards
- Proficiency with Microsoft Office applications, e.g. Excel, Word, Outlook and PowerPoint,
- Excellent verbal and written communication skills.

To apply, please include a resume and transcripts (full unofficial version) by January 25, 2026 at 11:59 pm EST.

The expected annual base salary range (prorated for the term) for this role is **\$49,000 - \$51,000**, which is determined based on year of study, IGM program, geographic location and candidate's skills, knowledge and experience. In addition to base salary, this role is eligible for paid time off.

IGM is a diverse workplace committed to doing business inclusively - this starts with having a representative workforce! We encourage applications from all qualified candidates that represent the diversity present across Canada – including racialized persons, women, Indigenous persons, persons with disabilities, 2SLGBTQIA+ community, gender diverse and neurodiverse individuals, as well as all who may contribute to the further diversification of ideas.

Mackenzie Investments is an accessible employer committed to providing barrier-free recruitment experience. If you require accommodation or this information in an alternate format at any stage of the recruitment process, please reach out to the Talent Acquisition team who will work with you to meet your needs.

How to Apply: Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and experience to <https://www.mackenzieinvestments.com/en/careers>.

We thank all applicants for their interest in Mackenzie Investments; however, only those candidates selected for an interview will be contacted.