

ROLE: Investment Operations Assistant

GRADE: B Starting £26,000 dependent upon experience plus LGPSC Pension

Date: June 2021

Role	Need to do	Need to know	Values and Behaviours
<p><b>Role Brief</b></p> <p>The position sits within the Investment Operations Middle Office Team, that supports the Investment Management Front Office. The team works closely with the Outsourced Back Office provider, Fund Accountant and Custodian.</p> <p><b>Financial</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul> <p><b>Non-Financial</b></p> <ul style="list-style-type: none"> <li>Health and Safety</li> </ul> <p><b>Delegated Authority Levels:</b> N/A</p> <p><b>Reports to:</b> Head of Investment Operations</p> <p><b>Relationships Internal:</b></p> <ul style="list-style-type: none"> <li>Service Heads/Managers/Staff</li> <li>Stakeholders and Clients</li> </ul>	<ul style="list-style-type: none"> <li>Provide operational support to Fund Managers.</li> <li>Supervision of Outsourced Back Office service provider. Hold them to account on daily and weekly deliverables.</li> <li>Oversight of daily vendor reporting. Resolve exceptions and escalate appropriately where the situation demands.</li> <li>Daily cash and stock reconciliations and Corporate Action processing.</li> <li>Processing of Fund Subscriptions and Redemptions.</li> <li>Participate in new fund and product launches and new market openings.</li> <li>Respond to FOI requests.</li> <li>Prepare Monthly and Quarterly fund reporting.</li> <li>Continuous process improvement through reviews and updates to procedures.</li> <li>Ensure adherence to AAF requirements is maintained at all times.</li> <li>Adhere to LGPSC Responsible Investment Policy and commitment to sustainable business practices.</li> </ul>	<p><b>Skills/Knowledge/Experience/Competence:</b></p> <ul style="list-style-type: none"> <li>Previous Middle Office experience from either an Asset Management or Investment Banking background.</li> <li>Some previous experience of either Equity, Fixed Income and/or Derivatives is a must.</li> <li>An understanding of the roles played by Outsourced Back Office, Fund Accountant, Custodian and Depository.</li> <li>Some understanding of Bloomberg AIM or other trading &amp; middle office systems.</li> <li>Competent grasp of buy-side 'life of a trade' structure, knowledge of transfer agency and fund unit subscription / redemption process is a plus.</li> <li>Understanding of financial markets and regulations.</li> <li>Proven track record of outstanding customer service, ideally servicing Financial Institutions.</li> <li>High attention to detail, analytical.</li> <li>Able to communicate complex and highly-technical matters in a way which is understandable and relevant.</li> <li>Confidence when communicating.</li> </ul>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Achievement drive</li> <li>Building relationships</li> <li>Continuous improvement</li> <li>Stakeholder focus</li> <li>Developing self</li> <li>Interpersonal &amp; influencing skills</li> <li>Team working</li> </ul> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>We are a great place to work</li> <li>We are Client Focus ed</li> <li>We are Inclusive</li> <li>We are Ambitious</li> </ul> <p><b>Behaviours:</b></p> <ul style="list-style-type: none"> <li>Open, fair and transparent, acting with integrity.</li> <li>Doing the right thing.</li> <li>Honest and trustworthy</li> </ul>

		<ul style="list-style-type: none"> <li>• Strong reasoning and problem-solving skills, able to develop pragmatic solutions to complex problems.</li> <li>• Able to build effective relationships across all levels of the company.</li> <li>• Highly organised and able to work to deadlines and manage competing priorities under significant time pressures.</li> <li>• Strong interpersonal, communication and people management skills.</li> <li>• Ability to challenge appropriately.</li> <li>• Ability to think outside the box.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Degree level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Empowered in making right decisions</li> <li>• Collegiate and Collaborative.</li> <li>• Valuing and treating everyone equally.</li> <li>• Listening to individual ideas to support growth.</li> <li>• Constructively challenging the status quo. Accountability for results and delivery</li> </ul> <p>Friendly, honest and supportive.</p>
--	--	---	--

LGPS Central Limited provides an exciting, supportive and family-friendly working environment, and we are committed to helping our people achieve their full potential and a healthy work-life balance. We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership, status, pregnancy or maternity, race, religion or belief, sex and sexual orientation. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.