

## JOB DESCRIPTION

<b>Job Title:</b>	Oversight Junior Analyst	<b>Department</b>	IT & Operations
<b>Report to:</b>	Senior Manager Operations Outsourced Oversight	<b>Is the role required by the regulator:</b>	No
<b>Country:</b>	UK	<b>Type of Contract</b>	1 year FTC

<b>A bit about Santander Asset Management</b>
<p><b>About us</b>  Here at Santander Asset Management, we're a global asset manager operating in 11 countries, with strong local roots in Europe and Latin America. We invest over €180 billion on behalf of our customers across a wide range of investments, so there's plenty to get involved in. We're also part of one of the largest banking groups in the world with over 200,000 employees and 133 million customers.</p> <p>We're also pleased to have received a few awards over the years that we're really proud of. In 2017, we were awarded 'Best Investment Management Company' in the UK by World Finance, and we've been awarded the Gold Standard Award for Institutional Fund Management on 9 occasions since 2009. Our central London office is just a short walk from Regent's Park, and has views across the London skyline and our Glasgow office sits in Santander's iconic building in St Vincent Street, a central location situated in Glasgow's Financial Services District.</p> <p><b>Why join us?</b>  If you're looking to join a company that has a strong brand recognition and global presence, then this 12 month graduate training programme could be for you. What's more, coaching and development is important to us at Santander Asset Management, so it'll be a great place to start your career and grow professionally. We're open and approachable so the perfect environment for you to get up to speed. You'll be able to learn a broad range of skills and work with colleagues in a wide variety of departments who want to give you all the support across our company. The graduate training programme will offer you a brilliant opportunity to gain experience in asset management to help you secure a permanent role after finishing the programme, either at Santander Asset Management, or elsewhere.</p> <p><b>What we are looking for</b>  Our Investment20/20 programme is designed for candidates with a can-do attitude. We're looking for someone who is a keen learner, with a willingness to pitch in and be part of the team. Key skills we're looking for are good communication skills, the ability to work on your own (we'll provide you with all the support you need of course), and a keen attention to detail. We're also keen to support further training and development for you.</p> <p><b>Our values</b>  We're passionate about helping people and businesses prosper and we strive to be simple, personal and fair in everything we do (that's our motto), so it's a really great culture. Our culture is based on respect, where everyone is empowered to keep their promises and go above-and-beyond for our customers, colleagues and communities. If you're ready to start your career join us in helping people and businesses prosper, there isn't a better place to start!</p>

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### An introduction to the role

An exciting opportunity has arisen in our Operations Department for an Oversight junior analyst role reporting in to the Senior Manager for Operations Outsourced Oversight. You will join as a trainee on a one year contract as part of the [Investment20/20 programme](#). You'll be based in our office in the heart of Glasgow city centre and play an integral part in supporting the Operations Department in the delivery of our core service across a number of areas.

In this role you will be primarily responsible for the completion of both daily and periodic tasks assigned by the senior manager, working across a number of our key outsourced service providers. The work you will be expected to deliver on will play a key role in supporting the business in managing the performance of these service providers – so it has to be completed to the highest standard at all times. In return, you will be rewarded with an outstanding introduction in to the world of Asset Management, and exposure to a wide variety of our internal and external partners!

### What you'll be doing

- Timely and accurate completion of a number of core oversight tasks across our outsourced service providers, predominantly focusing on our NAV Production and Transfer Agent.
- Support your management team as and when required – this may be through the need to pick up ad hoc requests (often time critical!), attend and minute meetings, or react to unexpected events impacting the business.
- Working closely with a range of business areas both within our Glasgow office and our SAM UK colleagues in London to help ensure our strategic business objectives are met.
- Review of our working methods and associated documentation, suggesting and implementing improvements where agreed to aid minimise operational risk to the department.
- Using your creativity and entrepreneurship to design and enhance our control environment, and realise efficiency gains within the team and the wider business function as a whole.

### Knowledge, Skills, Experience & Qualifications / Accreditations

Essential	Desirable
<p>The ability to work on your own (of course we'll provide you with all the support you need), and drive your work independently</p> <p>Very strong problem solving skills is key to the success of this role – a real eye for the detail.</p> <p>The ability to work with internal and external people across our company, with strong interpersonal skills.</p> <p>Strong excel and presentation skills are essential to this role.</p>	<p>Previous experience in financial services or an office based environment</p> <p>Good professional skills on Visio and PowerPoint, although again, this can all be learnt on the job</p> <p>Fluent in written and/or oral Spanish seen as an advantage</p>

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Time management skills – you will be expected to manage a number of tasks concurrently, against specific deadlines

A willingness to speak up and question where required. We want someone who will move our operating model forward, not just content to keep the status quo.

Entrepreneurship – the ability to develop creative approaches to report outputs and improve existing reports and processes

A willingness to pitch in and be part of a team

A willingness to study professional qualifications within the asset management industry (for example the CISI Investment Operations Certificate)