

Janus Henderson Investors Job Description

Role: Trainee, EMEA & LatAm Sales Support & Client Services Team (12 Month FTC)
Location: London
Department: Global Distribution - EMEA & LatAm Intermediary

The company

We are a leading independent global asset manager, dedicated to delivering the best outcomes for our clients through a highly diversified range of actively-managed products. We are truly global, supporting our individual and institutional investors across a range of products, encompassing equities, fixed income, multi-asset and alternatives. We build client trust by being dependably excellent in all things, and we put the client at the heart of everything we do. Our high-energy and collaborative culture at Janus Henderson helps our client achieve their goals and ensures that our people love the place they work.

The department

Distribution is responsible for the marketing, promotion and ongoing development of our product offering, for both institutional and intermediary channels globally. Distribution is a trusted partner to our clients and we enable investment solutions through active management. Areas within Distribution consist of Sales, Global Marketing, Global Product and Investment Trusts.

Overview of the role

The successful candidate will provide assistance to the Pan-European Client Servicing team in delivering the high level of client experience they are accustomed to from JHI.

The Investment20/20 programme

You will be also part of the wider Investment20/20 trainee community, providing you with opportunities to network with other trainees across the industry and participate in socials and industry insight events.

Duties and responsibilities

You will:

- Provide support across all Pan - European regions as back up to existing team members
- Assist with monthly / quarterly reporting for clients
- Assist with competitor analysis when sales team are positioning JHI funds (including use of proprietary PCS tool)
- Learn and understand the onboarding process of a client / distributor
- Support with operational aspects of client services, in particular the rebate payment and set up process.
- Where appropriate assist Sales Managers with workflow for client/fund manager meetings
- Help collate legal and rebate agreements
- Carry out additional duties as assigned

Supervisory responsibilities

- No

Technical skills and qualifications

- Good IT skills, including PowerPoint, Excel and Word

Competencies required

In addition to putting clients first, and succeeding as a team, the competencies for this role include:

- Interacting directly with clients, therefore ability to deliver high level of client experience in keeping with Janus Henderson standards.
- Effective at working collaboratively in a team environment
- Strong time management skills. Be a self-starter with ability to prioritize and manage workload and work to deadlines
- Strong verbal and written communication skills with ability to liaise confidently at all levels
- Excellent attention to detail

Ongoing competence in the role to be assessed, in line with applicable regulatory requirements, by:

- Annual performance appraisal
- Completion of all assigned compliance training
- Annual attestation (Knowledge and Competence in-scope roles only)

Compliance requirements

At a minimum the role will require you to:

- Place the interest of Janus Henderson's Clients first, act in accordance with TCF (Treating Customers Fairly) principles
- Understand and follow laws and regulations applicable for your role, seeking the help of your supervising manager or Compliance if additional guidance is required
- Understand and abide by all Janus Henderson policies applicable to your role, and seek support/guidance of the policy owner guidance when required
- You are ultimately accountable for your actions and responsible for seeking further information on any or all of the above as necessary.

For those in scope of Knowledge & Competence (MiFID II)

- Interest in financial markets, function and the impact of economic figures and national/regional/global events on markets

- Understanding of issues relating to market abuse and anti-money laundering
- Annual attestation

We are an equal opportunity / affirmative action employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.
