

Janus Henderson Job Description

Corporate Title: Finance Apprentice (18 Month FTC)

Department: Finance (Accounts Payable & Revenue)

Location: London

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

The Finance team operates across all business lines to maximise stakeholder returns. With approximately 80 members globally, the team represents a wide range of expertise and experience, servicing not only the UK, but also Continental Europe, North America and Asia Pacific.

Overview of the role

This role is a Level 3 Assistant Accountant Apprenticeship which is a work based qualification combining practical training in a job and study. The apprenticeship is a 18 month fixed term contract. Full on the job training is provided by Janus Henderson, with a full apprenticeship package delivered by Kaplan in the workplace.

You will work within both the Revenue team and the Accounts Payable (AP) Teams. Both of these team are within the wider Finance department.

Within the Accounts Payable team you will learn new systems and how to process invoices in different entities and currencies in a timely and accurate manner. You will be expected to communicate with vendors and others in the business in a professional manner.

Within the Revenue team you will learn Gross Management fee, commission and performance fee accruals for certain products. You will learn how to review and prepare fee billing for certain products and clients, as well as perform statutory, regulatory & management reporting for allocated trading entities.

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

Accounts Payable work:

- Processing invoice in Basware
- Emails & Telephone queries
- AP Stats in Excel
- Carry out additional duties as assigned

Revenue work:

Revenue Accruals

- Monthly review of the central management fees table
- Reviewing Revenue Accrual Calculation Engine outputs that are used in posting management fee accruals
- Posting of other income accruals
- Providing variance analysis and commentary on month on month revenue variances
- Verification of revenue by all associated attributes e.g. class, cost centre, GL account etc.

Accrued Income and Billing

- Raising of monthly and quarterly invoices for certain products and clients
- Reviewing the monthly true-up process for invoicing vs accruals

Institutional Fees Billing

- Develop good working relationship with the Institutional Client Account Managers (CAMs)
- Ensure SLA between CAM's and Finance is adhered to
- Work with CAMs to ensure Client Master checklist is up to date and complete
- Ensure measures are in place to capture any new fee models or agreements so they can be integrated into the billing process

Legal Entities

- Ensure balance sheet reconciliations are completed each month for appropriate legal entities
- Help with regulatory returns for FCA registered legal entities
- Produce statutory accounts at year end for legal entities
- Preparing reports on debtor balances

Technical skills and qualifications

- At least 5 GCSEs at Grade C (4) or above (or equivalent) including English and Maths
- Good knowledge of Microsoft Office - in particular Excel

Competencies required

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

- Accuracy, diligence and attention to detail
- Good interpersonal skills
- Team working skills
- A problem solver
- Enjoy working to deadlines
- Ability to adapt quickly in a rapidly changing environment

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

- Annual performance appraisal
- Completion of all assigned compliance training

Compliance Requirements

At a minimum the role will require you to:

- Place the interest of Janus Henderson's Clients first and always 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 you would like further explanation or direction regarding this
- Understand and abide by all Janus Henderson policies applicable to your role, and ask for the support/guidance of the policy owner if you are unsure at any time
- You are ultimately accountable for your actions and responsible for seeking further information on any or all of the above as necessary.

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.

