

Janus Henderson Investors Job Description

Role: Institutional Performance Apprentice (18 Month FTC)
Location: London
Department: Global Operations

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

Janus Henderson operates an outsourced model in partnership with our Third-Party Administrators (TPA). The primary focus of the Operations team is the oversight and management of the TPAs as well as supporting internal clients (for example the Distribution and Investment teams). Operations also support numerous projects and operational changes to maintain best practice operational processes.

Overview of the role

This role is a Level 3 Investment Operations Technician 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 Fitch Learning in the workplace.

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:

- Establish and maintain regular communications with the Distribution, Finance IT team, Front Office, other stakeholders, decision-makers, department heads and end-users
- Assist with the production of detailed attribution analysis across our various strategies.
- Provide explanations and dissemination of these attribution results to our key internal clients.
- Produce accurate, timely and relevant regular and ad-hoc analysis for institutional mandates using IRP (outsourced performance provider)
- Liaise with performance outsource provider to ensure integrity of reports and adherence to deadlines, continues to be maintained.

- Respond to ad-hoc requests from fund managers, client directors, client account managers, RFP team and marketing departments
- Supply data to and answer queries from third party performance verifiers.
- Produce index data reports and market information
- Assist in management of team deadlines
- Deal with data issues, attending periodic meetings with client reporting and Henderson's TPA's
- Work closely with Client Account Management team during the new client take-on process in order to ensure that reporting requirements can be met.
- Maintain and improve investment knowledge and Henderson's investment management process e.g. monthly fixed interest and equity meetings, quarterly investment updates etc.
- Measure personal performance against agreed measures to assess performance for each reporting cycle
- Develop your personal profile, be proactive with your own training and strive to improve process
- Carry out additional duties as assigned

Supervisory responsibilities

- No

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
- Mathematics, Engineering or Physics subjects beneficial

Competencies required

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

- Enjoys problem solving with developed problem identification, investigation and solving skills
- Excellent attention to detail
- Motivated and a proactive team player
- Good written and verbal communication skills
- Ability to build relationships and communicate effectively across all business areas
- Good organisational, planning and prioritisation skills
- Ability to meet deadlines

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, 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.

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.