

## Janus Henderson Investors Job Description

**Role:** Operational Tax 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.

Fund Operations delivers the core operational oversight of the fund accounting, unit pricing, transfer agency, investor services, financial reporting and operational tax.

Fund Operations, London oversees Janus Henderson's range of European based funds including OEICs, Unit Trusts, Investment Trusts, Irish ICVCs, Luxembourg SICAVs and Cayman Hedge Funds.

### 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.

As part of a small diverse team you will work together with the operational tax team members to assist in working with the TPAs and tax agents and the wider Janus Henderson business to provide the day to day management of Operational Tax activities associated with the European Janus Henderson open ended fund ranges.

Operational Tax covers the following areas of taxation:

- Fund tax – Tax paid by the fund to local tax authorities
- Investor tax – Reporting supplied to our investors to assist with their personal tax requirements

- Asset tax – Where a fund holds investments in a wide range of countries some of these will have tax treaties which will enable our funds to reclaim a proportion of tax that may have been deducted at source from income payments received. There may also be capital gains tax requirements in some jurisdictions.

### 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:

- Assist with the tax reclaim process of our funds, identifying where reclaims can be made, completing required documentation and following up with the TPA's where required.
- Assist with monitoring the tax costs charged and providing supporting information to Directors or their delegates for cost approval
- Assist with the completion of analysis on uncertain tax liabilities
- Attend calls with the operational tax team and our tax agents, administrators and custodians
- 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

### Competencies required

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

- Analytical skills, working with numerical data
- Good communication skills
- Works in a systematic, methodical and orderly way

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 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.

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Reporting line:	Fund Tax Oversight Manager
Job Code:	50044033
Date created/Revised date:	May 2021

Entity	Regime	Function	Regulated
N/A	Certification Regime	[E.g. Client Dealing/ Managers of Certified Staff]	No
N/A	Senior Managers Regime	[E.g.] SMF3	No
N/A	K&C (MiFID II)	N/A	No
N/A	FLSA (U.S. only)	N/A	No
N/A	AML Reg 21	N/A	No