

Janus Henderson Investors Job Description

Role: Global Pricing 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:

- Assist in the team's day-to-day Global Pricing processes, which includes oversight of asset pricing through reviews of stale pricing, fair values, and OTC pricing
- Attend EMEA Fair Value Pricing Committee meetings and assist in supporting documentation, in preparation for and as follow up to the meetings
- Coordinate across the business and the TPA to ensure items are resolved in a timely fashion. This will enable you to gain exposure to multiple functions and departments across the firm and increase your understanding of investment management more broadly.
- Support Operations change management projects and wider initiatives.
- Contribute to periodic review of team processes and procedures identifying

areas of improvement

- Build and foster relationships with internal partners and external service providers
- 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:

- Highly motivated with enthusiasm to learn about the business and the clients we support
- Desire to be an excellent team player, hardworking, resourceful and eager to learn
- Strong communication skills
- Ability to organise and track multiple threads of activity, ability to deliver on tight timelines, hands-on approach to resolving issues and detail orientation
- Highly flexible and adaptable to a 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, 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.

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Reporting line:	Global Head of Pricing
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