

Data Analyst, Institutional Voting Information Service (IVIS)

Date: January 2022

Reports to: Head of IVIS

About the Investment Association

The IA champions UK investment management, supporting British savers, investors and businesses. Our 250 members manage £8.5 trillion of assets and the investment management industry supports 113,000 jobs across the UK.

Our mission is to make investment better. Better for clients, so they achieve their financial goals. Better for companies, so they get the capital they need to grow. And better for the economy, so everyone prospers.

Our purpose is to ensure investment managers are in the best possible position to:

- Build people's resilience to financial adversity
- Help people achieve their financial aspirations
- Enable people to maintain a decent standard of living as they grow older
- Contribute to economic growth through the efficient allocation of capital.

The money our members manage is in a wide variety of investment vehicles including authorised investment funds, pension funds and stocks and shares ISAs.

The UK is the second largest investment management centre in the world, after the US and manages over a third (37%) of all assets managed in Europe.

The Stewardship and Corporate Governance Team

Building the industry's capabilities in stewardship, sustainability & responsible investment is a key pillar of the IA's strategy: We work with authorities, asset owners and investee companies to define and implement 21st Century stewardship, responsible investment practices, regulatory frameworks and investor relations and communications that support the economy, and society's recovery from the crisis and builds foundations for sustainable growth.

The IA's Institutional Voting Information Service, IVIS, is one of the UK's leading providers of corporate governance research and signatory to the UK's Stewardship Code. Members of the UK and international investment community subscribe to the IVIS service to help them exercise their voting rights and to enable them to make more informed voting decisions.



IVIS conducts assessments of companies' annual reports and accounts in the FTSE All Share and FTSE Fledgling Index in line with the Investment Association's guidelines, the UK Corporate Governance Code and governance best practice.

Overview of the Role

We have an opportunity for a 1 year placement as an entry level data analyst. This will give you a unique opportunity to gain insights, knowledge and understanding of corporate governance, and more broadly of the investment management industry.

Main Responsibilities and Duties

You will join the IVIS team as a data analyst providing support for the team during the March-June busy season.

We are a team of seven and you will be responsible for entering data to the IVIS reports which the team will use in their analysis. Depending on how quickly you develop within the role, you may get the opportunity to perform some more in depth analysis.

The role will also involve participation in external meetings between IVIS and directors of FTSE companies. You will have an opportunity to experience working with wider team members.

Once the busy season is over there will be the opportunity to get involved in wider projects, and there is also the possibility of this position being extended.

Essential Skills / Qualifications / Competencies

The role would suit either a school leaver or a recent graduate.

We are specifically looking for someone with:

- Excellent attention to detail;
- Good numerical skills;
- The ability to navigate through a large amount of complex information to obtain the relevant data for the IVIS report;
- Self-motivation and the ability take ownership of your work; and
- Someone who enjoys working to tight deadlines.

How to apply

Apply via our recruitment email address: recruitment@theia.org

Please send a CV and covering letter alongside your answers to the three questions below.

Successful candidates will be asked to be available for two interviews. As part of your application, please answer the below questions in 250-300 words per answer.

- Tell us about a financial services news story that you found interesting and why?
- Tell us about a time you have shown care to another person.
- Tell us what you view as your strongest skill/attribute and why?



Key dates

Start date ASAP

Online applications close 4 February 2022.

Unsuccessful candidates will be notified by email.

Please note this job description describes (but does not limit) the main duties and responsibilities of the job. These are subject to variation by the IA as is necessary to respond to changes, both internal and external, which the Association experiences.