



THE TALENT SOLUTION FROM
THE INVESTMENT ASSOCIATION



Fund Operations Trainee

This is an exciting opportunity to join Jupiter's Fund Operations team as part of the Investment20/20 programme. [Investment20/20](#) is an industry wide initiative designed to create more entry level opportunities into the industry and to provide you with the skills and experiences to help you start your career.

During the Investment20/20 programme you will receive:

- A 12 month fixed term contract with the potential to convert into a permanent role
- A dedicated line manager focused on supporting your development
- A buddy from a previous intake
- On-the-job training
- Structured soft skills and technical training
- Invitations to Investment20/20 industry and social events
- Invitations to Jupiter's Sports, Social and Arts events
- A salary of £25,000, plus benefits (incl. non-contributory pension, medical insurance and study leave for company approved qualifications)

You will have the opportunity, through the Investment20/20 Ambassador Programme, to return to your school, college or university to raise awareness of Jupiter and the Programme. In addition, we provide our employees with a comprehensive employee benefits package that includes physical health and financial wellbeing initiatives and family friendly policies, as well as Company support to make a difference to the charities that are important to you. We also offer a structured learning and development programme and sponsorship towards relevant qualifications. Our employee resource groups (including Ethnicity, Faith, Pride and Women in Technology), Art and Charity Committees also provide further support to our employees.

Job Introduction

The candidate should be a proactive individual, with a desire to learn and a track-record of working well both individually and within a team structure. A genuine interest in the financial services industry will be viewed favourably.

Fund Operations is responsible for the valuation of all Jupiter fund products, managing various service providers and inputs from across the business in the pursuit of accurate and timely publication of Net Asset Values (NAVs) and Financial Statements. The team plays a critical role in the ongoing operation of Jupiter funds, responsible for the design and maintenance of an oversight framework that effectively manages the risks and regulatory requirements associated with the operation and valuation of investment funds.



Key responsibilities

Role responsibilities include (but not limited to):

- Support the Fund Accounting Team in all NAV control activities
- Investigate, resolve, and respond to valuation related queries
- Analyse exceptions and escalate appropriately
- Support the wider team in ongoing critical reviews of the operating model
- Identify and escalate any potential risks or required updates to colleagues for discussion
- Foster a close relationship with internal stakeholders

The Ideal Candidate

Jupiter's Investment20/20 Programme is aimed at school/college leavers and graduates looking to start their careers.

We are looking for individuals with the following skills and attributes:

- Excellent written and verbal communication skills
- Teamwork. Ability to work collaboratively in a collegiate environment.
- Proactive attitude, able to work independently on tasks to a high level
- Inquisitive mind and enjoys problem Solving. Enthusiasm to enhance, improve, optimise, streamline.
- Strong accuracy and attention to detail essential.

We always look for the best candidate for each of our opportunities and have no requirements in terms of educational institute attended, subjects studied, previous experience, or grades achieved. We do, however, want people to demonstrate, in their application form, how they have excelled or expanded their knowledge in a particular area and developed the required attributes for these opportunities.

Please apply here: <https://investinyourfuture.jupiteram.com/jobs/job/Investment2020-Fund-Operations-Trainee/601>

As part of the application process, you will be asked the following questions:

- 1) Tell us about an experience that has taught you how to cope with adversity. How did the experience teach you to deal with unexpected situations? (200 words max)
- 2) Post-pandemic, what do you see as the biggest challenges to the traditional office-based working approach? (200 words max)
- 3) You are given £1,000 to invest in the shares of one company. Which company would you invest in and why?

Closing date: Friday 8th July

Start date: Monday 12th September

