

# FUTUREGROWTH

/ ASSET MANAGEMENT

January 2023

## **FUTUREGROWTH ASSET MANAGEMENT IS RECRUITING!**

We have an exciting opportunity available for an **Investment Operations Analyst** in our Specialist Investment Operations team.

*Futuregrowth is committed to transformation. A strong preference will be given to suitably qualified previously disadvantaged candidates.*

### **Investment Operations Analyst**

Are you passionate about investments and are you seeking a rewarding career in fiduciary asset management? Do you have strong communication, organisational and interpersonal skills? Are you a self-starter, detail-oriented and adaptable, with a strong ethical base? Then this position might be for you!

### **Who is Futuregrowth?**

Futuregrowth has been South Africa's leading Fixed Income manager for more than 20 years, with around R193 billion of client assets under management (as at 31 December 2021). We manage a range of fixed interest and development funds and play a leadership role in the asset management industry in South Africa. We are committed to investing our clients' funds in a responsible manner, with the interests of our clients always coming first.

### **Purpose of the position**

As part of a team, the successful incumbent will have to provide administrative, procedural and risk management support to the entire Fixed Interest team and assist with the statistical and mathematical analysis and research for various projects.

### **Key responsibilities of the position**

#### **1. Unlisted trade processing and deal administration**

Working closely with the investment team (Investment Analysts & Portfolio Managers), the deal management & processing includes:

- Monitoring the cashflows, rollovers and rate resets;
- Creating new instruments;
- Maintaining the unlisted instrument cash flows;
- Processing and settling unlisted trades;
- Resolving queries regarding trade (including transitions and bookovers) and income settlements;
- Resolving bank and scrip recon queries;
- Performing the valuation process daily, weekly, monthly and semi-annually; and
- Managing the daily collateral margin.

#### **2. Instrument valuations**

These include:

- Evaluating & analysing instruments (daily at 3pm and 5pm) to be submitted to the back office.

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- Ad hoc instrument valuations for various instrument types and asset classes (Fixed income, derivatives, equity).

### 3. Daily fund (Net Asset Valuation) oversight

These include:

- Preparing the daily unit price reasonability checks (on a roster basis); and
- Reviewing and resolving out-of-tolerance breaches.
- Confirming these with the back-offices

### 4. Ad-hoc projects

These include:

- Assisting with various operational projects impacting the business.

### 5. Providing assistance with the following:

- Daily and monthly Infostore operational processes;
- System process creation and documentation;
- Ensuring regular user/owner engagement with Infostore data to ensure data integrity;
- Assisting Portfolio Managers (PMs) with customised reporting (ad-hoc);
- Weekly and monthly Infostore credit reports for the Fixed Interest team and credit committee;
- Updating data slides for marketing and client presentation reports;
- Monthly and annual AUM reconciliation, with PM signoff;
- Assisting with monthly and quarterly customised client reports;
- Assisting the Business Development team with ad hoc client requests;
- Assisting with audit requests from the client reporting or investment teams;
- Assisting with semi-annual Financial Sector Conduct Authority (FSCA) submissions for Finance/Compliance; and
- Assisting with data preparation for semi-annual Spread Reviews and Valuation Committee meetings.

## Knowledge and experience required

### Skills, know-how and experience

- 3+ years' or more work-related experience;
- Relevant experience in investment administration required;
- Understanding of yield curves and bond pricing; and
- Knowledge of financial mathematics and statistics.

### Technical/ professional qualifications

- BCom or similar qualification;
- Post graduate qualification or study towards one would be advantageous (e.g. Hons degree or CFA); and

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- o System knowledge of Hiport, CRIMs, Infostore, and UBS Delta would be advantageous.

## **Key behaviours and competencies**

- o Strong analytical skills;
- o Excellent planning and organising skills;
- o High attention to detail;
- o Inclination for collaboration and teamwork;
- o Self-motivation, discipline and diligence;
- o Curiosity and willingness to learn;
- o Demonstrable drive, purpose and initiative;
- o Excellent verbal and written communication skills; and
- o Excellent knowledge of Advanced MS Excel.

## **Recruitment process and closing dates**

Selected candidates will need to attend a series of competency-based interviews/activities and a psychometric assessment.

## **Contact details**

Email: [careers@futuregrowth.co.za](mailto:careers@futuregrowth.co.za)