

## FUTUREGROWTH ASSET MANAGEMENT IS RECRUITING!

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

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

### **Operations Solutions Specialist**

Are you passionate about operations and solutions? The role focuses on assisting with problem-solving, streamlining workflows, and ensuring that operations align with business goals under the guidance of seasoned team members.

### **Who is Futuregrowth?**

Futuregrowth has been South Africa's leading developmental, responsible and fixed-income investor for over 25 years. We manage a range of fixed interest and development funds and play a key leadership role in the South African asset management industry. 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**

We are dedicated to operational excellence, with efficiency and effectiveness being a core philosophy. The Operations Solutions Analyst plays a key role in supporting the analysis, improvement, and implementation of Middle Office operational processes and systems.

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

The successful candidate will fulfil the following primary functions:

#### **Operational Analysis**

- Assist in understanding existing operational processes and identifying inefficiencies including collation and documentation of information supporting solution design in collaboration with key partners in the business.
- Assist with preparing reports and actionable recommendations for process improvement.

#### **Solution Implementation Support**

- Collaborate with cross-functional teams to design and deploy solutions for operational challenges.
- Support the rollout of new tools, processes, or systems inclusive of testing.
- Assist in user training and documentation creation for implemented solutions.

#### **Risk Focus & Process Improvement**

- Observe and document workflows, identifying areas for simplification or enhancement.
- Propose and implement changes to improve efficiency under supervision.

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- Continuously monitor the impact of implemented changes and provide feedback to the team.
- Operational risk assessment and support organisational wide efforts.

## **Data Management and Reporting**

- Collect and maintain accurate records and data of operational performance.
- Assist in generating insightful periodic performance and efficiency reports.
- Facilitate data validation and ensuring data accuracy in systems.

## **Stakeholder Collaboration and Support**

- Support clear and effective communication between internal teams, including but not limited to Operations and Management.
- Address basic inquiries from stakeholders about ongoing worklist.
- Assist in scheduling and arranging meetings or workshops in support of delivery and collaboration.

## **Organisational Support**

- Provide support for backfill, additional duties or processes beyond core administrative responsibilities as needed to assist the team and the business.
- Shadow and support other relevant stakeholders to gain practical experience and assist in solution development contributing to overall success of the team.

## **Knowledge and experience required**

### **Skills, professional qualifications and experience:**

- Commerce or technical degree in Information Systems, Finance or related with commitment to enhance market skills through further formal studies in appropriate courses, where deemed necessary.
- A minimum of 2 - 3 years' relevant working experience withing an Investment/ Asset Management business.
- Computer literacy across Microsoft offerings and exposure to broad related systems.
- Exposure to a Capital Markets environment will be a distinct advantage.

### **Key behaviours and competencies:**

- Analytical and critical thinking with a problem-solving mindset.
- Excellent communication skills (both written and verbal).
- Strong interpersonal approach.
- Team-orientated with a willingness to learn and adapt.
- Quality focus and strong attention to detail.
- Ability to work independently and as part of a team.
- Takes responsibility for quality of work and output.
- Pro-active can-do approach.
- Multi-tasking and time management skills given business needs.
- Ability to deliver under pressure.

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## Recruitment process and closing dates

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

## Application Link

[Click here to apply](https://bit.ly/3OM1Jul) (https://bit.ly/3OM1Jul)