

FUTUREGROWTH

/ ASSET MANAGEMENT

FUTUREGROWTH ASSET MANAGEMENT IS RECRUITING!

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

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

Operations Solutions Analyst

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.

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)