

FUTUREGROWTH ASSET MANAGEMENT IS RECRUITING!

We have an exciting opportunity available for a **Portfolio Implementation Specialist** in our Fixed Interest team.

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

Portfolio Implementation Specialist

Are you passionate about investments and seeking a rewarding career in fiduciary asset management? Do you have strong communication and interpersonal skills; are you highly organised and adaptable, with a strong ethical base? Then this position might be for you!

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 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

As part of a team, the successful incumbent will be responsible for providing administrative, procedural and risk management support to the Investment team, in particular the Portfolio Managers (PMs).

Key responsibilities of the position

1. Gaining and maintaining knowledge of all fund mandates, definitions and notes.
2. Generating the portfolio exposure reports:
 - o Preparing daily/weekly exposure and other relevant risk reports for PMs; and
 - o Driving projects to enhance/automate/expand existing reports and daily interaction with PMs.
3. Generating the house-view trade implementation calculations:
 - o Managing and implementing house-view trade calculations;
 - o Over time, creating systems to ensure that the house-view trade calculations process occurs quickly and succinctly across all funds;
 - o Loading transactions in Decalog (transitioning to Charles River [CRIMS] in 2023); and
 - o Assisting in the automation of the fair allocation project, with the aim of assisting analysts with all trade allocations.

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4. Managing the cash management function:
 - Monitoring fund cash positions and preventing overdrafts; and
 - Following standing instructions to correct potential overdraft positions.
5. Generating the fund rebalance calculations:
 - Rebalancing bond carve-out portfolios for inflows and outflows; and
 - Assisting with the rebalancing of interest rate risk exposures across all funds on a regular basis.
6. Maintaining the counterparty client list linked to GMRA and ISDA master agreements.
7. Preparing monthly and/or ad-hoc risk reports for the Investment Executive Committee.
8. Providing back-up with the following:
 - Assisting, and in some cases, running, with selected projects affecting the Investment team;
 - Attending the Project Forum and Operations Committee meetings when required;
 - Engaging with the Specialist Investment Administration team on the needs of the Fixed Interest team as they relate to Infostore on a regular basis; and
 - Assisting the Business Development team with ad-hoc client requests.

Knowledge and experience required

Skills, know-how and experience:

- Specific knowledge of fixed income instruments, their valuation and how to administer these instruments;
- Risk management of fixed income assets and funds;
- Ability to use systems like Infostore and Decalog/CRIMS;
- Knowledge of financial mathematics and statistics; and
- High-level knowledge of Advanced MS Excel and/or coding skills.

Professional qualifications

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

Key behaviours and competencies

- Strong analytical skills;
- High attention to detail;
- Collaboration and teamwork;
- Adaptability;
- Self-motivation/discipline and diligence;
- Demonstrable drive, purpose and initiative;

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- o Curiosity and willingness to learn;
- o Excellent verbal and written communication skills; and
- o Excellent planning and organising skills.

Recruitment process

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/3UK0iwU) (https://bit.ly/3UK0iwU)