# FUTUREGROWTH
## / ASSET MANAGEMENT

## FUTUREGROWTH ASSET MANAGEMENT IS RECRUITING!

We have an exciting opportunity available for a **GAP: Investment Operations** role in our Investment Operations team.

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

GAP: Investment Operations
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 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

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. The role may include rotational opportunities across other departments, supporting skills development and broader organisational exposure. Any such rotations will be discussed with the successful candidate and aligned to business requirements.

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

o Interacting with all areas of the business (Investment team, Marketing, Client Services, IT, Business Development and Finance)

2. **Instrument valuations**
   These include:
   o Evaluating & analysing instruments (daily at 3pm and 5pm) to be submitted to the back office; and
   o Ad hoc instrument valuations for various instrument types and asset classes (Fixed income, derivatives, equity).

3. **Daily fund (Net Asset Valuation) oversight**
   These include:
   o Preparing the daily unit price reasonability checks (on a roster basis); and
   o Reviewing and resolving out-of-tolerance breaches.

4. **Ad-hoc projects**
   These include:
   o Assisting with various operational projects impacting the business; and
   o Assisting with data preparation for semi-annual Spread Reviews and Valuation Committee meetings

## Knowledge and experience required

**Skills, know-how and experience**
o Understanding of yield curves and bond pricing; and
o Knowledge of accounting, financial mathematics and statistics;

**Professional qualifications**
o Post graduate qualification Degree in Accounting, Economics and Finance or similar qualification (Honours and studying towards CFA will 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 Demonstrable drive, purpose and initiative;
o Excellent verbal and written communication skills; and
o Excellent knowledge of Advanced MS Excel.

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**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/46xIHhN)