





### **Team purpose:**

The Investment Operations team is primarily responsible for the effective administration of the Guardians' portfolio through controls and oversight at total portfolio level, NAV reporting, post-trade lifecycle management, trade support for Portfolio Completion, and liaison with Investment Operations' key service providers, including the global custodian, external investment managers and counterparties.

The Investment Operations team works closely with the IT and Risk teams, as well as with the Portfolio Completion, Finance, Legal and Investment teams.

### **Core responsibilities:**

1. Ensure the tools that provide daily controls and oversight for investment decision purposes at a total portfolio level (e.g. Cash Analysis Tool, Currency Hedge Tool, Rebalancing Tool) are accurate and available in accordance with service level agreements.
2. Process daily Investment Operations' business as usual (BAU) work streams in an accurate and timely manner. Investigate and resolve any exceptions, identifying and troubleshooting where there may be errors with the underlying system logic or data.
3. Liaise with key service providers, including the Guardians' global custodian, our order management system (OMS) provider, external investment managers, counterparties and other external service providers as required.
4. Demonstrate appropriate knowledge and use of all Guardians' processes and systems.
5. Read, understand and comply with all Guardians' policies and procedures, including those relating to risk management and compliance practices.
6. Champion the Guardians' vision, values, and constructive culture at all times.

### **Key tasks:**

1. Perform Investment Operations' BAU work streams in accordance with existing checklists and controls. These work streams include cash, money market, equities, ETD, fixed income, FX, hedging, collateral management, custodian instructions, NAV checks, fund rebalancing, structured funding deals, complex OTC Derivatives and investment management checks and administration, including resolution of front and back office system reconciliation breaks.
2. Continuously improve Investment Operations' processes, including reviewing and updating process checklists as part of work stream rotations.
3. Detect, document and communicate incidents with the custodian, counterparties, other service providers or internal systems and processes.
4. Escalate problems and workload related issues to senior staff in a timely manner.
5. Proactively manage and complete allocated and ad hoc project work as required, including the implementation of new products, processes and initiatives.
6. Support other Guardians' activities as required.

### **Person requirements:**

1. Awareness of Investment Operations upstream and downstream processes.
2. A good balance of breadth and depth across trade support and operational processing across various investment products.
3. Experience in post-trade derivative and non-derivative valuations, lifecycle management and trade support
4. Ability to prioritise conflicting task demands and to manage time to meet multiple deadlines.
5. Ability to proactively identify process issues and recommend improvements ensuring the appropriate documentation is in completed.

6. Detail oriented with a logical approach to problem solving.
7. Sound verbal and written communication skills.
8. Collegial, constructive approach, including the ability to foster both internal and external relationships.