



Investment Operations Assistant, Downing Fund Managers

About us:

Downing Fund Managers (DFM) is part of Downing LLP, a company with over 30 years' experience, more than £1 billion assets under management, and approximately 25,000 investors. DFM is a boutique of established fund managers offering a range of specialist single strategy portfolios that we believe have the potential to offer our investors attractive long-term returns. We are also committed to the principles of responsible investment, which should contribute to a more sustainable financial system while also being profitable for our investors.

Role and key responsibilities:

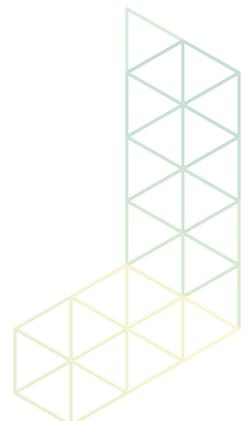
We are looking to hire an Investment Operations Assistant to join Downing Fund Managers, to assist the Investment Operations team in the smooth running of investment operations within the department. This will involve coordinating reporting requirements and ensuring the department remains compliant with all regulations and assisting with all operations and risk related activities.

Responsibilities will include:

- Ensuring the department's electronic filing systems are kept up-to-date, including backdating electronic files;
- Responding to daily requests, e.g. valuations;
- Completing trade uploads;
- Assisting with post-trade settlements and reconciliation;
- Assisting with monitoring and undertaking the departments daily operations;
- Assisting with maintenance of all deal sheets;
- Assist with monitoring the processes in the team to ensure daily/weekly/monthly routines are running effectively in accordance with risk/performance level agreements, these include but are not limited to AUM reporting, stale price reporting, month-end reporting and best execution reporting;
- Assisting with the production of performance data for Fund Managers,
- Any other duties associated with the above or as directed by the DFM team.

Key technical skills and knowledge required:

- Financial services experience desirable
- Proven and demonstrable compliance and risk focus in previous roles desirable
- Experience within public/private equity environment
- Knowledge of operations for publicly listed funds
- Knowledge of market regulations





Personal profile:

- Customer focussed - be approachable, friendly and professional whilst working diligently, nothing is too much trouble. Be prepared to roll up your sleeves and be passionate about everything you do.
- Assertive and focus on execution – making things happen.
- Creative – think outside the box, everything can be improved and we want someone who is confident putting forward new ideas.
- Team – have fun; we do our best to cultivate an open, honest, hard-working but fun culture at Downing.

Pay/benefits:

For the successful candidate, we will put together an attractive reward package that will include:

- Competitive salary dependent on experience and qualifications
- Discretionary bonus
- Pension scheme
- Health insurance
- Life assurance
- Income Protection
- Death in service
- Additional social perks

Additional details:

- Reports to the Investment Operations Manager
- Full-time working from London City office
- All candidates must be eligible to work in the UK or have a working visa

