



# Investment Operations Assistant, Downing Fund Managers

## Company Description

Downing is a fast growing, entrepreneurial investment manager based in the City of London. Our purpose is to make investment more rewarding: rewarding by being profitable for our investors, rewarding by being supportive to the businesses we fund and, through their success, ultimately rewarding for society.

Our role comes with the responsibility of striving to make better returns for our investors from worthwhile businesses: whether it's by investing in inspiring UK SMEs, or funding important sectors such as healthcare, life sciences and renewable energy.

Central to Downing's ethos is a commitment to the principles of responsible investment. This firm-wide initiative means we will be assessing opportunities for both their profitability - the level of return compared to the risk - and their environmental and social impact.

We believe that putting both these criteria at the core of our business will enhance rather than constrain returns.

Over 25,000 investors trust Downing with over £1 billion of their money, invested into businesses that can make a difference.

The firm has a diverse product range and incorporates a number of businesses ranging from ventures investment in start-ups to large listed funds. Our growth plan involves both direct and indirect channels with a strong focus on customer retention and maximizing their value to the business over time.

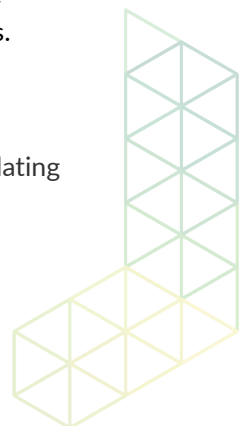
We are also two years into a digital transformation programme, which we believe will help us get to know our customers, develop better products, fundraise more efficiently and ultimately grow more sustainably.

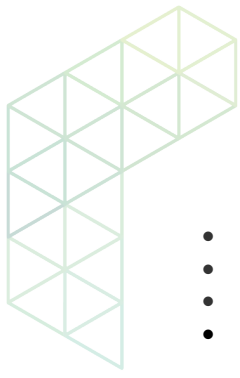
## Role and key responsibilities:

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;
- 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 focused - 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 (currently WFH due to Covid-19 restrictions)
- All candidates must be eligible to work in the UK or have a working visa

