

Investment Operations Manager

Reports to: CIO

Team: Endowment

Line Management Responsibility: n/a

salary: £70,000-80,000

Job Description

Summary:

The Investment Operations Manager will lead the management of the investment operations in the Endowment team at Guy's and St Thomas's Foundation, supporting a global, multi-asset class portfolio that makes up c. 60% of the value of the charity's Endowment. This role offers a unique opportunity build in-house investment operational excellence from the ground up and will play a pivotal role in the success of the Foundation's investment ambitions which are to deliver against the dual mandate of generating long term financial returns whilst also supporting the Foundation's broader societal and environmental goals.

Key responsibilities:

- Establish and maintain core operational processes and procedures that relate to investment activities across the public and private assets of the Foundation as well as effective business processes and the delivery of financial reports / appropriate documentation.
- Work alongside the Foundation's Operations team (Finance and Legal) with regard to cash management; to support the delivery of annual accounts; to oversee and take responsibility for all investment related legal and tax matters (working with in house team and external advisors).
- Understand and manage day-to-day investment operational risks, ensuring appropriate controls are in place. Ensure risks are communicated internally (Board) and that processes are clear in all scenarios eg: escalation when required.
- Ensure the investment function is appropriately supported (systems and implementation). Work alongside the Foundation's IT manager to deliver systems related change when needed.
- This role will be responsible for managing the operational relationships at Aon (investment adviser) and Northern Trust (custodian). Work with the CIO and investment team to agree service requirements and subsequently manage against agreed key performance and service level indicators

Person Specification

Skills, abilities, and attributes:

- Essential – enjoys working with others as part of a team and a commitment to using your individual strengths to support the delivery of the team’s objectives.
- A culture carrier: respectful, inclusive, open to sharing time, information, and expertise.
- Excellent analytical and organisational skills. Able to demonstrate attention to detail, and effective prioritization of tasks.
- You must feel comfortable and confident in your ability to build relationships with external advisors, to manage outcomes and in collaborating and communicating with other various stakeholders.
- Dedicated, focussed mindset. Able to take the initiative and solve problems. Demonstrate energy and excitement when dealing with uncertainty and complexity and a commitment to take ownership to drive work to completion.
- Personally, and professionally committed to the Foundation’s mission and values.

Knowledge, experience, and qualifications:

- Professional experience in investment operations and managing delivery of key investment processes and outcomes, performance reports, risk evaluation and management.
- Experience working in a family office, a boutique investment management house, or Endowment would be particularly of value.
- Experience in leading relationships with external advisors / stakeholder management is essential.
- Essential: solid understanding of the securities/fund industry, investment concepts and strategies, financial markets, investment products, and regulatory frameworks.
- Knowledge / familiarity of industry-standard software and systems used in investment operations.

Role responsibilities are not exhaustive, and you would be reasonably expected to take on wider tasks that are commensurate with the level of your role.

How to apply

Thanks for your interest in working with us. We’re working hard to ensure we recruit great people and minimise unconscious bias in our selection process. To support this, our system anonymises applicants and we use a combination of your CV and role specific application questions to assess your suitability for the role.

To find out more about the role, please contact jobs@gsttcharity.org.uk