

Janus Henderson Job Description

Corporate Title: Team Assistant, Equities

The Company

Janus Henderson Investors is a leading independent global asset manager, dedicated to delivering the best outcomes for clients through a highly diversified range of actively-managed products.

We support our individual and institutional investors across a range of products, encompassing equities, fixed income, multi-asset and alternatives.

We are a team of independent and creative thinkers who work tirelessly to help our clients achieve their goals – and we do it by supporting a high-energy and collaborative culture that ensures our people love the place they work.

Janus Henderson is a truly global manager with US\$328.5bn¹ of assets under management. We have a diverse geographic footprint, employing over 2,000 staff in 27 office locations globally. Headquartered in London, we are dual-listed on the New York Stock Exchange and the Australian Securities Exchange.

¹Janus Henderson pro-forma AUM as at 31 December 2018

The Department

The Equities department has coverage across the full range of asset classes, employing multiple investment techniques in their fund management and investment strategy on behalf of Janus Henderson clients.

Overview of the Role

You will provide general secretarial and administrative support to front-line Fund Managers (including desk heads) and Analysts within the Equities department.

Duties and Responsibilities

- Diary management
- Coordinate internal and external meetings, including the booking of rooms
- Fielding and dealing with telephone calls
- Book travel itineraries
- Management of expenses for the team, including processing expense claims in a timely manner
- Management of internal systems and databases within the team
- Keeping team holiday records

- Working closely with other Assistants and PAs within the business function to ensure all areas have secretarial support at all times and covering where appropriate
- Covering other Team Assistants and PAs during periods of holiday and sickness
- Carry out additional duties as assigned

Supervisory Responsibilities

- None

Technical Skills and Qualifications

- Prior experience working as a team secretary or PA within a financial institution is required
- Experience working within a medium/large size global firm is helpful
- Diary management and travel booking experience
- Multi-tasking skills
- Shown ability to prioritise work load effectively
- Must have advanced Microsoft Outlook, Word and PowerPoint skills. Experience of using Excel is preferred
- Advanced typing skills
- Typically educated to A Level standard

Competencies Required

- Impeccable attention to detail
- Understands the importance of discretion and confidentiality
- Excellent interpersonal skills
- Diplomacy
- Punctuality and flexibility
- Enthusiastic, hardworking and positive attitude
- Ability to use initiative and be a self-starter
- Willing to take on projects when required

For those in scope of Knowledge & Competence (MiFID II)

- Knowledge of financial markets, financial markets function and the impact of economic figures and national/regional/global events on markets
- Understanding of issues relating to market abuse and anti-money laundering

Ongoing competence in the role to be assessed by:

- Annual Performance Appraisal
- Completion of all assigned Compliance training
- Annual Attestation (Knowledge and Competence in-scope roles only)

Compliance Requirements

At a minimum the role will require you to:

- Place the interest of Janus Henderson's Clients first and always act in accordance with TCF (Treating Customers Fairly) principles
- Understand and follow laws and regulations applicable for your role, seeking the help of your supervising manager or Compliance if you would like further explanation or direction regarding this
- Understand and abide by all Janus Henderson policies applicable to your role, and ask for the support/guidance of the policy owner if you are unsure at any time
- You are ultimately accountable for your actions and responsible for seeking further information on any or all of the above as necessary.

We are an equal opportunity / Affirmative Action employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.