

Janus Henderson Job Description

Corporate Title: UK Sales Executive

Department: Distribution

Reporting Line: UK Sales Support Manager

Location: London

In-scope of Knowledge & Competence (MiFID II): Yes

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\$357.3bn¹ of assets under management. We have a diverse geographic footprint, employing over 2,000 staff in 28 office locations globally. Headquartered in London, we are dual-listed on the New York Stock Exchange and the Australian Securities Exchange.

¹ Janus Henderson pro-forma AUM as at 31 March 2019

Overview of the Role

You will support the UK sales teams with client requests, sales and operational matters. You will also help with sales support responsibilities.

Duties and Responsibilities

You will:

- Provide support to our UK Sales team and build a working partnership with the sales directors.
- Send various reports/marketing materials out on client/sales people's request.
- Gain a greater understanding of Janus Henderson's products as well as complete asset management related issue.
- Liaise with sales people and fund managers, to organize roadshows and fund update meetings.
- Follow-up with clients after events.
- Generate peer analysis reports, analyze market data with the help of Morningstar Direct / Financial Clarity.

- Generate regular client communications.
- Develop a good relationship with the UK Sales team and EMEA Sales Support.
- Oversee the client take-on process (both legal and operational).
- Coordinate legal agreements and rebates between clients and the relevant internal teams.
- Collaborate with all internal support functions and coordinate efforts.
- Respond to queries from the team's shared inbox.
- Where applicable, work closely with and provide cover for the regional sales support.
- Establish relationships with and support the UK Fund Platforms and Ratings agencies.

Other Functions

Assumes additional duties as assigned

Technical Skills and Qualifications

- MS Office to an intermediate standard – in particular PowerPoint and Excel Advanced.
- Educated to degree level (preferably in finance/business related degree).
- Previous administrative and sales support experience preferable.
- Experience off financial services, either asset management or banking, is desirable.

Competencies Required

- Dedicated, take pride in their job and have an eye for accuracy and layout.
- Capable to work under pressure and to act on own initiative is critical.
- Good interpersonal skills - ability to liaise confidently at all levels.
- Team player – able to work effectively with all members of the team and other individuals throughout the company.
- Flexible and able to adjust quickly to business requirements.

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)

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

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.