

Janus Henderson Job Description

Corporate Title: Fund Valuations Analyst
Department: Operations
Reporting Line: Fund Valuations Manager
Location: London
Revised Date: July 2019
Regulated Role: No
In-scope of Knowledge & Competence (MiFID II): No
Job Code: 50043247

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.

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

The Department

The Operations team oversees back and middle office service delivery to the Investment Managers and other internal clients. Operations support Janus Henderson's business and facilitates growth by delivering a high-quality and cost effective service.

Overview of the Role

The main purpose of the role is to support JHI business and to facilitate further growth by ensuring that the Third Party Administrators (TPAs) provide a high-quality fund accounting service specifically focusing on the NAV and price production functions. This includes leading on the transitions pipeline of Product change including but not limited to launches, closures, large client transitions

Whilst fund accounting has been outsourced, the Fund Valuations team retains responsibility for these services along with the accuracy and timeliness of the fund NAV and price information to internal and external clients.

The fund range comprises of hedge, retail and Investment Trust products which are domiciled globally, including UK, Ireland, Luxembourg and Cayman.

Duties and Responsibilities

You will:

- Support the business by overseeing and controlling the fund services and data delivered by TPAs and suppliers, principally overseeing the following for timeliness and accuracy
- NAV / price production
- Price publication / distribution
- Fund Accounting data for publication
- Other fund return validation
- Assist Transitions with RFPs/ DDQs and in implementing Fund launches /changes ensuring error free service from TPAs.
- Maintain the elements of the TPA due diligence matrix relating to the Fund Accounting, NAV and price production process
- Develop and maintain strong working relationships with the TPAs and Vendors to ensure delivery to the SLA.
- Develop and maintain internal relationships with Distribution, Client Services and Product so that Fund Valuations is first point of contact for all enquiries.
- Validate exceptions highlighted by the NAV oversight model and drive internal and external changes to improve the processes and the resulting service for the funds.
- Investigate and resolve issues identified in the oversight model ensuring appropriate preventative controls are implemented
- Oversee Periodic Fund Accounting data delivery (for example month end data, Total Expense Ratios, Month end NAVs, Turnover and Yields)
- Review the processes, procedures and controls around the operational management of the Funds and assist in developing a best practice operational model
- Ensure the shareclass hedging operating on the hedged classes is effective
- Oversee the performance fee calculations administered by the TPAs
- Ensure single and dual pricing policies are administered in line with fund documents and TCF principles
- Ensure Fair Value Pricing is administered in line with fund documents and TCF principles
- Administer the NAV error remediation process
- Produce periodic Management Information on behalf of the team
- Work on allocated projects to ensure administrative (not oversight) tasks are outsourced or automated.
- Carry out additional duties as assigned

Supervisory Responsibilities

- None

Technical Skills and Qualifications

- Educated to degree level or equivalent
- Accounting qualification preferable
- Strong background and experience in operations, fund accounting and fund administration
- Good knowledge of ETD and OTC derivative instruments as well as other asset classes e.g. Equities, Fixed Interest, and FX
- Strong background in controls and problem solving
- Relevant industry qualifications e.g. IMC, IAQ

Competencies Required

- Strong interpersonal /relationship skills eg communication skills, both verbal and written, and ability to listen and liaise with members of the Distributions and Product teams, along with fund managers and other team members
- Decision maker
- Influencing skills
- Numerate, with analytical skills and attention to detail and thoroughness
- Good organisational skills
- Committed team player

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.