

Investment Operations Analyst

Based in London

Background

Sanlam UK is a leading provider of wealth and investment management services to private clients, professional advisers, charities, corporates and institutions. Combined, we manage almost £9 billion of client assets from 13 offices across the UK, employing c.500 professionals.

We are part of Sanlam, the global AA-rated financial services group that was established in 1918. The Group provides a range of financial products and services to over 10 million clients globally and is listed on the Johannesburg Stock Exchange. We have attained our size, strength and reputation by providing a high quality, personalised service to clients, whatever their stage of life or financial ambitions.

Based in our offices in **London**; we are currently looking for an **Investment Operations Analyst** to be responsible for ensuring the effective administration of core investment operations and operations integrated with outsourced providers activities.

The role

You will be responsible for ensuring that the administration of all investment and outsourcing operations are delivered to the required standards in accordance with internal and regulatory procedures standards and requirements.

This will include the production of Client Investment Performance Reporting and the production of Client Reports as required.

You will undertake administration of the process for issue management to ensure a timely resolution and a positive outcome, escalation issues as required.

You will be responsible for the processing of corporate actions in conjunction with third party providers as well as processing all Dealing Administration tasks using relevant systems and in accordance with internal procedures.

Part of your role will also involve fee calculations and fee processing including: management fee processing, IFA fee processing and transaction reporting as required.

Skills and experience

Successful candidates are likely to demonstrate the following:

- Minimum of Degree level education or qualified by Industry experience
- Industry experience within Financial Services operating in a similar role within Operations or a Middle Office function
- Ideally a broad understanding of investments across back, middle and front office
- Working with external service providers
- Knowledge of processing Corporate Actions
- Strong customer and stakeholder management skills
- Strong organisational skills and the ability to work with a high level of accuracy

If you are interested in applying for this role, please email [**resourcing@sanlam.co.uk**](mailto:resourcing@sanlam.co.uk) with a copy of your CV attached.