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| **Business area: Omnis Investments Limited** | **Profile number:**  |
| **Title: Omnis Valuation & Middle Office Specialist** | **Reports to: Middle Office Manager, Omnis Investments Limited** |

| **ROLE AND CONTEXT** | **NEED TO DO** | **NEED TO KNOW** | **NEED TO BE** |
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| Responsibility for Omnis’ fund valuation and Middle Office activities. The role holder owns fund data and will ensure that Omnis has a deep and detailed understanding of the technical valuation and investment risk attributes of each asset held by its Funds.**KEY ACCOUNTABILITIES*** Valuation and asset technical SME.
* Act as the central contact point for the analysis, reporting, valuation, and treatment of assets held by Omnis funds.
* Defining, obtaining approval and ongoing monitoring of the valuation treatment of assets held by Omnis funds.
* Ensuring valuation policies are maintained within the Omnis framework.
* Assist with all custody-related activities including account authorisations and market opening approvals.
* Corporate actions technical SME (e.g., for unquoted securities), including Schemes of Arrangement analysis and implementation support.
* Liquidity management oversight reporting and reviews.
* Derivatives usage reviews including counter-party exposures, collateral accounting oversight and approving new instruments.
* Key stakeholder for preparation of technical input focusing on Valuation Policy impact.
* Fair valuation events as well as unquoted, stale and static valuations.
* StatPro SME. Responsible for data sets and maintenance with third-party data vendors.
* Resolving technical asset I&B queries.
* Support Operations in oversight of Investment Managers, sharing learning and best practice as required.
* Performance data reporting including Assessment of Value.
* Provide inputs to the Omnis Investment Performance & Risk Committee and others, as required.
* Be able to support DFM asset allocation and rebalancing tasks on all Platforms.
* Create and maintain internal processes and procedures for the full spectrum of activities covered by the role.
 | **KEY PERFORMANCE INDICATORS*** Quality/timeliness of valuation decisions and application of the approved fair value policy.
* Corporate actions support including Schemes of Arrangements.
* Quality and frequency of liquidity management reporting.
* Effectiveness of the derivative usage controls including counter party exposures and collateral reviews.
* Ensure operational activities are delivered in accordance with the agreed service standard agreements and associated commercial terms.
* Ensure that the fair treatment of customers is at the centre of any decisions by maintaining a good understanding of industry best practice with regards to Conduct Risk and Consumer Duty frameworks.

**RELATIONSHIPS*** Omnis Middle Office Manager, Fund Accounting, operations, investment and compliance colleagues.
* Support as the interface with all third-party data vendors supporting the provision of Omnis data, as required.
* Active key Stakeholder in FE Analytics, Bloomberg, Kroll and Confluence relationships.
* Work with the Omnis Investment Team to analyse data and support performance analysis, as required.

**DECISION MAKING*** Propose and maintain valuation and Middle Office function decisions and implement new decisions as necessary.
* The Jobholder will be expected to effectively identify and escalate operational issues, escalating to the Middle Office Manager, Senior Operations Manager, COO and appropriate Committees, as required.
* The Jobholder will be expected to prioritise their own deliverables and work with others to achieve deadlines.
 | **QUALIFICATIONS/EXPERIENCE*** Minimum 5+ years Collective Investment Scheme valuations and/or Middle Office experience.
* Part of oversight activities in an ACD environment working with CIS.
* Significant experience in Funds data – internally and external.
* In-depth Financial Conduct Authority regulation and best practice experience.
* New fund launches, corporate actions, fund closure, mergers, Scheme of Arrangements, sleeves.
* Preparation of technical inputs for Board and Committee meetings to represent areas of responsibility.
* Asset valuations performed in accordance with the agreed policies, services standards, Prospectus and prevailing regulations.

**KNOWLEDGE*** Detailed knowledge of investment assets, portfolio management techniques, risk models and fair valuation approaches.
* Relevant FCA Handbook chapters; COLL, SYSC.
* Regulatory knowledge and awareness of Consumer Duty, SDR regs, climate risk reporting (TCFD) and Assessment of Value reporting

**SKILLS AND COMPETENCIES*** Highly numerate.
* Reasoned decision maker.
* Financial modelling and reporting skills.
* Evaluate and articulate data and analysis to internal and external stakeholders.
* Strong attention to detail.
* Highly proficient Excel spreadsheets skills including Macros/VBA (preferable).
* Good team working skills.
* Self-sufficient and adaptable.
* Enjoys the challenge of a rapidly developing and changing environment and is delivery focused.
 | **OUR BEHAVIOURS*** We are inclusive, valuing everyone’s skills and opinions and supporting everyone to be the best they can be.
* We trust our colleagues to do their job and give them the freedom to be successful.
* We collaborate within our team and across the partnership to make everyone successful.
* We share insight and best practice to allow us to grow and improve together.
* We act with integrity; we are diligent in what we do and look ahead for challenges and improvements.
* We take accountability and ownership and never walk past a problem.
* We act responsibly and in the best interest of our clients and the regulator.
* We take pride in the work we do by putting ourselves in the clients shoes and building lasting. relationships.
* We think smart – we focus on what matters, reducing inefficiency and challenge the status quo.
* We make a difference, and we get the job done, we focus on what matters to deliver on our strategy and promises.
* We embrace change - we test out new ideas, and when/if we get it wrong, we learn from our mistakes.
* We continue to learn and adapt our skills and knowledge to remain aligned with business needs.

**INTEGRITY*** Working always lawfully and in accordance with pre-defined regulatory, compliance and financial requirements e.g., Data Protection, Code of Conduct, Health and Safety and Financial Conduct Authority Standards.
* Working at all times in accordance with procedures, group/company policy and processes.
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