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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. |