

February 2024

Role: Corporate Actions, Proxy Voting and Equity Trade Settlements Analyst
Team: Operations
Office: London
Contract: Permanent

A great opportunity has arisen for a Corporate Actions, Proxy Voting and Equity Trade Settlements Analyst to join an entrepreneurial, established, and successful asset manager with a strong market reputation and track record run by unassuming high-calibre professionals with ambition and an appetite for growth. We have offices in London, Hong Kong, New York, and Japan.

TT strives to hire excellent individuals no matter who they are or how they got there. We are an equal opportunities employer welcoming people regardless of their sex, marital status, ethnic origin, sexual orientation, religious belief, or age. We recognise the benefits of neurodiversity and encourage anyone with the skills and experience required to apply.

Purpose of the role:

A broad remit that covers all operational aspects of Corporate Actions, Proxy Voting & Equity Trade Settlements. This role will primarily be focusing on Corporate Actions Processing and Proxy Voting and will provide support to our Trade Processing Team and Middle Office Functions. The role is a fully integrated part of the Investment Operations Group supporting our Long Only and Hedge Fund products. It also offers career development, on-the-job training and carries a high level of responsibility. The ability to build close working relationships with our Portfolio Managers and diverse custodians and prime brokers is integral to the role.

Key responsibilities:

- Collating and processing all types of Corporate Events including DRIPs, Optional Dividends, Bonus Issues, Stock Splits, Rights Issues, Open Offers, Priority Offers, Mandatory Stock Dividends, Mergers, Tender Offers, Spin Offs, Demergers.
- Liaising with Portfolio Managers internally and liaising with Custodians and Prime Brokers to elect on Events.
- Proxy Voting for TT's Pooled and Managed Funds.
- Middle Office tasks including static data management, setting up new instruments & new client accounts in TT systems.
- Assisting with management of failed Equity & FX trades including liaising with custodians/prime brokers/brokers.
- Ad Hoc project work.

Key Skills and Competencies:

- Minimum of two years' experience of Corporate Actions.
- Experience of Equity Trade Settlements.
- Experience of proxy voting desirable but not essential.
- Operational understanding of global equities.
- Experience of the LVTS Longview Portfolio Management System & Beauchamp Accounting System would be an advantage, but not essential.
- Pro-active, flexible and willing to be involved with all aspects of investment operations.
- Systems competent / proficient in Excel.
- Ability to work in a team and to communicate clearly.
- Attention to detail and accuracy.
- Willing to take responsibility.