

COMPANY:	Man Group
POST:	Business Administration Apprentice (PCO department)
APPRENTICESHIP:	Business Administration level 3 (18-months)
START DATE:	29 th July 2022
LOCATION:	London Head Office Riverbank House 2 Swan Lane London, EC4R 3AD
WORKING HOURS:	Monday – Friday, 9am-5pm Total hours per week 35 including one day training at City Gateway
SALARY:	London Living Wage £11.05 per hour

The Company

We are an active investment management firm focused on delivering attractive performance and client portfolio solutions, deploying the latest technology across our business to help ensure we stay at the forefront of our evolving industry. We provide long-only, alternative and private markets products on a single and multi-manager basis. We develop bespoke solutions and fund of hedge fund services which utilise the firm's advanced technology, infrastructure and expertise. We continuously invest in technology, talent and research as we strive to deliver the best results for our clients.

With a trading history spanning more than 230 years, and over 25 years of experience of global investment management, Man Group offers longevity and durability in a rapidly changing financial world. Each of Man AHL, Man Numeric, Man GLG and Man FRM has over 20 years of investing experience, and Man Group developed its private markets offering with the launch of Man GPM in 2017.

The Role

We envisage offering a role for 12-18 months rotating through the 3 main teams within the PCO department. The rotation begins in the Reference Data and Transaction reporting team which will provide a background in Man's business, our core operational systems and key elements of our data architecture. The second stage in the rotation is within Investment Operations, building on knowledge gained to ensure trading within the portfolios Man manages all settle correctly. The final rotation builds further on the knowledge gained to analyse and validate the change in value of the portfolios we manage each day for our clients. Also, to be able to effectively plan and manage small projects.

Reference Data and Transaction Reporting

Typical day:

- Reconciliation of open trades between Man's systems and external trade depository.
- Following up on any trade's breaks with external and internal parties to resolve

Investment Operations

Typical day:

- Daily confirmation of transactions
- Daily follow up on any outstanding breaks assisting Bank of New York (Man's outsourced service provider) to resolve
- Ensure all trade settlements are agreed and paid on time

Middle Office

Typical day:

- Analyse fund profit & loss across asset classes.
- Produce accurate Net Asset Value (NAV) estimates on a daily basis.
- Liaise with fund administrators to reconcile final fund NAV's.

Desired Skills

- Strong analytical and problem-solving skills
- Data analytic skills with a good working knowledge of Excel
- Keen attention to detail
- Strong problem solving
- Ability to build strong relationships with internal teams/external counterparts
- Teamwork above all – harnessing the power of the team over the individual
- Team player who is also comfortable taking individual ownership

Desired qualification

- Maths GCSE grade A*-C or 9-4 or equivalent or Functional Skills Level 2
- English GCSE grade A*-C or 9-4 or equivalent or Functional Skills Level 2
- Good standard of practical application of literacy and numeracy

Future Prospects

This qualification will prepare you for employment as a Business Administrator. Upon completion of this apprenticeship, you may consider higher apprenticeships or additional professional qualifications and training.