

COMPANY:	Man Group
POST:	Compliance
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

Man Group is seeking an enthusiastic and innovative Compliance Apprentice.

Man Group is seeking an enthusiastic and innovative Compliance Apprentice who has an attention to detail and is ambitious to learn. You will join the Central Trading Compliance team who are responsible for ensuring effective and appropriate regulatory oversight of the firm's trading activities in addition to the firm's regulatory disclosure reporting.

Duties and responsibilities:

- Assist in the disclosure reporting to regulators in the UK and globally (including Short Selling Reporting, Substantial and Takeover Panel)
- Preparation and submission of Company disclosure requests
- Remain up to date with relevant regulatory and legal requirements in respect of all relevant disclosure requirements
- Identify areas for improvement and work with Technology to implement solutions
- Respond to incoming regulatory requests for information in a timely and efficient manner

- Support the Central Trading Compliance team across daily tasks as well as projects
- Potential to work on new regulatory initiatives and control frameworks
- Creation and development of management information

Desired Skills

- Good IT skills, including Excel and Word
- High degree of numeracy and good attention to detail
- Good communication and interpersonal skills
- Desire to learn and develop
- Ability to work in a team-oriented environment
- Excellent time management skills with the ability to re-prioritise

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.