

<b>COMPANY:</b>	Man Group
<b>POST:</b>	Data and Distribution
<b>APPRENTICESHIP:</b>	Business Administration level 3 (18-months)
<b>START DATE:</b>	29 <sup>th</sup> July 2022
<b>LOCATION:</b>	London Head Office Riverbank House 2 Swan Lane London, EC4R 3AD
<b>WORKING HOURS:</b>	Monday – Friday, 9am-5pm Total hours per week 35 including one day training at City Gateway
<b>SALARY:</b>	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

Sitting within Sales & Marketing and supporting front line Sales teams, the Data and Distribution team are responsible for product data feeds to our internal website, external service providers such as Bloomberg, Morningstar and Financial Express and Consultant databases which are a key strategic priority to promote and sell our funds.

The role of the apprentice is to help ensure that all fund data is updated accurately and timely. You will be expected to be proactive and have a problem-solving attitude. The successful candidate will have the opportunity to learn about Man Group's investment products in detail and work closely with several other teams at the firm.

### Duties and responsibilities:

- Proactively checking data on external data vendors such as Bloomberg and Morningstar
- Investigating internal/client queries regarding inaccurate/missing data
- Monitoring exception reports (reports that highlight missing/incorrect data)
- Escalating any issues highlighted on the reports to the relevant people internally and externally (service providers/data vendors)

- Monitoring fund price and factsheet distribution
- Assisting with the population of Consultant Databases (eVestment, Mercer, etc) and reviewing existing data on the platforms

### **Desired Skills**

- A high attention to detail.
- Excellent communication skills, both written and spoken.
- Ability to work alone and within a team
- Be keen to learn and have an interest in investments
- Good organisation skills
- Excel skills would be advantageous

### **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.