

<b>COMPANY:</b>	Man Group
<b>POST:</b>	Finance Operations
<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

Man Group Plc is seeking a Finance Operations Apprentice who is ambitious and hungry to learn. You will join the finance team in our headquarters in London and will be expected to show initiative, manage our priorities as well as solve problems and show attention to detail. You will gain exposure to a first-class financial controls environment and develop an excellent foundational knowledge of finance operations and processes. You will receive full on-the-job training and support for your studies.

### Duties and responsibilities:

- Data entry into the Group's accounting software WorkDay ensuring financial information relating to revenue, commissions and expenses is reported completely and accurately
- Review and analysis of financial information from WorkDay and other source systems, understanding the drivers behind movements, preparing reports as required
- Review of client agreements, invoices, and other documentation to ensure information is correctly recorded on the Group's systems meaning the Group's income and expenses are calculated correctly
- Preparation of documentation such as payment proposals and reinvestment instructions

- Assistance in managing the Group's cash and liquidity, ensuring debt does not become aged and payments are made on time
- Execution of controls such as balance sheet account reconciliations in line with Group's financial controls framework
- Co-ordination of work with other teams within finance, other departments outside of finance and our teams based in Switzerland and the US

#### **Desired Skills**

- Enthusiasm and a willingness to learn
- Highly numerate / mathematical skills
- Analytical skills with a strong attention to detail and a desire to understand the 'why' behind movements and change in financial data
- Ownership, taking responsibility for assigned tasks
- Computer literate with strong excel skills (v lookups, pivot tables, sumif etc.) and have the ability and desire to learn new systems

#### **Desired Skills**

- Organised individual with the ability to multitask
- Strong verbal and written communication
- Inquisitive and happy to challenge others' opinions
- Consistent attention to detail

#### **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.