

## Futuregrowth Asset Management is recruiting!

We have an exciting opportunity available in the Futuregrowth Fixed Interest team.

*Futuregrowth is committed to transformation. A strong preference will be given to suitably qualified previously disadvantaged candidates.*

### Portfolio Implementation Specialist

Are you passionate about fixed interest and seeking a rewarding career in fiduciary asset management? Do you have strong communication and interpersonal skills; are you highly organised and adaptable, with a strong ethical base? Then this position might be for you.

### Who is Futuregrowth?

Futuregrowth has been South Africa's leading Fixed Income manager for more than 20 years, with around R194 billion (as at 31 December 2019) of clients' assets under management. We manage funds across the full range of fixed interest and developmental funds, and play a leadership role in the asset management industry in South Africa. Futuregrowth is based in Cape Town.

### Purpose of the position

As part of a team, the successful incumbent will be responsible for providing administrative, procedural and risk management support to the Investment team, in particular the Portfolio Managers (PMs).

### Key responsibilities of the position

1. Gaining and maintaining knowledge of all fund mandates, definitions and notes.
2. Preparing investment reports, and presenting deals and investment recommendations to the Credit Committee.
3. Generating the portfolio exposure reports, including:
  - Preparing daily/weekly exposure and other relevant risk reports for PMs; and
  - Driving projects to enhance/automate/expand existing reports and daily interaction with PMs.
4. Generating the house-view trade implementation calculations, including:
  - Assisting PMs with house-view trade calculations;
  - Over time, creating systems to ensure that the house-view trade calculations process occurs quickly and succinctly across all funds;
  - Loading transactions in Decalog or other front office systems; and
  - Assisting in the automation of the fair allocation project, with the aim of assisting analysts with all trade allocations.
5. Managing the cash management function, including:
  - Monitoring fund cash positions and preventing overdrafts; and
  - Following standing instructions to correct potential overdraft positions.
6. Generating the fund rebalance calculations, including:
  - Rebalancing bond carve-out portfolios for inflows and outflows; and
  - Assisting with the rebalancing of interest rate risk exposures across all funds on a regular basis.
7. Preparing monthly and/or ad-hoc risk reports for Investment Executive Committee.
8. Attending Credit and Interest Rate investment strategy and committee meetings.
9. Providing back-up with the following:
  - Assisting, and in some cases running, with selected projects affecting the investment team;
  - Attending the Project Steering and Operations Committee meetings when required;

- Engaging with the Specialist Investment Administration team on the needs of the Fixed Interest team as they relate to Infostore on a regular basis; and
- Assisting the Business Development team with ad-hoc client requests.

## **Knowledge and experience required**

### *Skills, know-how and experience*

- Specific knowledge of fixed income instruments, their valuation and how to administer these instruments;
- Risk management of fixed income assets and funds;
- Ability to use systems like Infostore and Decalog;
- Knowledge of financial mathematics and statistics; and
- High-level knowledge of Advanced MS Excel and/or coding skills.

### *Technical / professional qualifications*

- B Com or similar qualification; and
- Post graduate qualification or study towards one would be advantageous (e.g. Hons degree or CFA).

### *Key behaviours and competencies*

- Strong analytical skills;
- High attention to detail;
- Collaboration and teamwork;
- Adaptability;
- Self-motivation and discipline, diligence;
- Demonstrable drive, purpose and initiative;
- Curiosity and willingness to learn;
- Excellent verbal and written communication skills; and
- Excellent planning and organising skills.

## **Recruitment process and closing dates**

Selected candidates will need to attend a series of competency-based interviews. Please email updated CV, copy of ID and university transcripts.

## **Contact details**

Email: [careers@futuregrowth.co.za](mailto:careers@futuregrowth.co.za)