

Operations Analyst

Our company

Twelve Capital is an independent investment manager specialising in insurance investments for institutional clients. Our investment expertise covers the entire insurance balance sheet, including Insurance Bonds, Insurance Private Debt, Catastrophe Bonds, Private Insurance-Linked Securities and Insurance Equity. The firm was incorporated in October 2010 and is majority-owned by its employees. We have offices in Zurich, London and Munich. We are looking to hire an Operations Analyst (Associate level) on a full time basis willing to step into a dynamic working environment.

Main responsibilities

The position forms part of the Operations team supporting its core activities as described below. The position will be based in our London office. The main activities include:

Middle/Back office support

- Support daily Middle/Back-office activities
- Provision of trade support to Trade Execution team
- Data Management; maintain and update internal systems/reference data
- Oversight, monitoring and validation of Fund's Net Asset Value calculation
- Daily review of instrument pricing (fixed income, equity, cat bonds, FX FWDs, etc.)
- Daily Fund P/L review
- Coordination and oversight of funds

Co-ordination of the monthly client reporting process

- Calculate and review fund performances
- Production and maintenance of fund estimates
- Co-ordination of the client reporting workflow
- Production of ad-hoc reporting (i.e. internal, regulatory and clients)

General

- Contribute to projects within the Operations team
- Ad-hoc support duties

Personal attributes and other requirements

- 1-2 years of relevant experience in Operations/Middle Office within the Asset Management industry
- Good know-how of financial instruments (fixed income, equities, FX, Futures, Swaps etc.)
- Process oriented with good analytical skills and attention to detail
- Ability to handle multiple tasks with tight delivery schedules
- Advanced Excel knowledge
- VBA and SQL skills would be an advantage
- Team player with a proactive can-do attitude
- Excellent command of English
- Must have the Right to Work in the UK

What we offer

- Chance to work in a fast-growing segment of the asset management industry
- International and very dynamic work environment in a company that encourages you to be entrepreneurial and innovative
- Flexible working arrangement
- Competitive compensation package and additional benefits