



T. Bailey Asset Management Limited

Job Title	Trade & Operations Associate
Contract	Full time, Permanent
Location	Edwalton, Nottingham; hybrid working available
Closing Date	TBA

Company

T. Bailey Asset Management Limited (“TBAM” or the “Firm”) is an expanding, family-owned, established asset management business based in the East Midlands.

As a privately-owned business, TBAM eschews the typical asset management business template and puts investors first by thinking differently to the crowd. This makes TBAM an exciting, innovative place to flourish and be part of a team that seeks to create meaningful outcomes for its investors.

Position Summary

TBAM is seeking an individual to perform the day-to-day work of its trade operations/middle office function. Specifically, supporting the critical daily aspects of trading, monitoring, reconciliation, and reporting. The individual will have sole responsibility for this area, but will be well supported as part of a close-knit team.

The role will report to the COO and will work closely with CIO and portfolio management team.

This is a brand new position within TBAM within a largely new function. There is the opportunity to shape and improve processes and build a scalable function, accordingly, this position offers considerable opportunity to grow within the Firm.

Key Responsibilities

- Maintaining the trading positions, prices and P&Ls for the Firm’s funds.
- Daily coverage of start and end of day procedures, data uploads and downloads.
- Daily position reconciliation, resolving discrepancies in trading positions between internal applications, administrator and custodian.
- Monitor trade flow and trade lifecycle events to ensure the trade and settlement cycle is complete.
- Trade support, working closely with the portfolio managers.
- Regulatory transaction report submission and resolution of validation errors.
- Weekly performance reports, performance analysis for factsheets, marketing material and client reporting.
- Compliance monitoring and reporting for investment guidelines and regulatory restrictions.
- Liaising with the fund administrator, custodian and counterparties and maintaining relationships.
- Facilitating ad hoc requests from senior management, compliance, portfolio management and relationship management teams.
- System improvements and development.

Requirements

- 2+ years' relevant experience within the fund industry or investment operations (NAV production, fund accounting, trade operations, or similar).
- Understanding of financial products and the trade lifecycle, including trade processing, settlement, reconciliations, P&L and NAV calculation.
- Must be competent in IT, particularly in excel, VBA, and SQL database connectivity. General coding ability is an advantage.
- Experience in using an OMS/PMS and data providers (Refinitiv) is an advantage.
- Numerate and accurate with excellent attention to detail.
- Able to communicate effectively across departments within the firm, as well as with external stakeholders.
- Problem-solving skills to identify and resolve operational issues in a timely and effective manner.
- Capacity to work equally well independently and as a member of a team.

What we offer

What makes us special? Many things, we offer a great open, family friendly and supportive culture. Your colleagues are friendly, talented, highly motivated and great team players. We also offer a whole host of benefits that will be available to you during your time with us.

- Hybrid and Flexible Working
- Profit Sharing Bonus
- Pension Plan
- Excellent Holiday scheme, including a celebration day and long service awards
- Healthcare and Insurance plans
- Professional Qualification Sponsorship Scheme

If you are interested in this opportunity please send your CV and a covering letter to hadmin@formanhardy.co.uk. We really want to get to know you, so you should submit your own application without help from other sources e.g. ChatGPT.

T. Bailey Asset Management are an equal opportunity agency and will consider all applications.

We are dedicated to hiring diverse talent and ensuring that we treat you with respect and support throughout the interview process. We strive to include diversity, equity, and inclusion practices in our everyday work and we commit to using these for our business and for all of our Clients & Candidates.