



Job Title

Head of Operations

Company Information

Analytic Investors is a leading quantitative investment management firm dedicated to providing top quality investment products to the institutional investment community. The firm currently manages more than \$7.5 billion of assets, including more than \$1.5 billion in hedge funds, or absolute return oriented products.

Job Description

This role will lead the operational team/functions of the firm. He/She will be responsible for enhancing the firm's operational platforms and be relied on as a hands-on, strategic leader who can drive positive change throughout the firm. This position will report to the Chief Operating Officer and have substantial interaction with Investment Management, Legal, Compliance, Marketing and Client Services, and Information Technology. In addition, he/she will interact with other functional executives from within Old Mutual.

- Manage and develop the investment operations team responsible for portfolio accounting and reporting, trade support and settlements, performance, separately managed account operations, and operational risk initiatives.
- Maintain strong technical operational knowledge and customer service skills in order to effectively liaise with internal/external suppliers, portfolio management, senior management, and internal/external customers.
- Manage the accurate and timely processing of the operations group's responsibilities which include periodic reconciliations with custodian records, processing cash and trade activity, monitoring global trade settlements, processing corporate actions, and maintaining custodian and prime broker relationships.
- Manage the continuing development of straight through processing operations throughout the firm.
- Manage relationships with fund administrators as it relates to our comingled funds, mutual fund relationships and hedge funds.
- Participate in strategic business initiatives and manage the various projects within the group.
- Proactively initiate change in order to meet internal and external client demands and keep abreast of changes in the industry.
- Maintain and update the policies and procedures surrounding the operations group.
- Manage the implementation of new account and new product start-ups.
- Assume responsibility for business continuity within the operations team.

Requirements

- Institutional asset management experience required.
- Total of 10-15+ years of relative professional experience although "quality" of experience outweighs "quantity" of prior career tenure. Must include five plus (5+) years of successful operational management experience.
- Extensive experience in successfully managing sizable, complex and growing investment operations functions.
- Extensive experience managing individuals and achieving results in implementing strategic initiatives in an environment that is not hierarchical or title-focused.
- Extensive experience with GIPS performance measurement and reporting standards
- Experience across a diverse set of financial instruments, including but not limited to global and domestic equities (both long and short), global and domestic options, global and domestic futures, and currency forwards.
- Experience assessing and evaluating third-party services that might interact with Operations (prime brokerage candidates, out-source firms, etc.)
- Experience with fund administration groups for both maintenance of current relationships and establishment of new funds.
- Fund accounting reporting and disclosure experience as it relates to hedge funds.
- Experience in portfolio accounting, collateral management, global trade settlement, corporate actions and managing custodial relationships.
- Strong analytical skills and the ability to breakdown complex operations and identify essential functions in the business.
- Experience in building and managing a team with a developmental focus, including setting expectations, assessing performance, and mentoring and motivating associates.
- Ability to work effectively with the other functional managers/leaders and consistently look at ways of improving processes and workflows within the firm.
- Exceptional team-builder with the ability to deliver solutions through collaboration and consensus.
- Experience implementing business solutions.
- CFO/Finance experience a plus.
- Experience with a variety of fund and separate account structures.
- Some exposure to Information Technology as it relates to Operations and Fund Administration.

Personal Characteristics

- A solid work ethic, a high degree of practical intelligence and integrity, proven initiative as well as excellent verbal, written and listening communication skills.
- Possess a “hands-on” and direct approach to management, be innovative and creative in terms of problem solving, and be able to assess and calibrate issues on a short term basis and in terms of how they relate to longer term impact and the broader context.

Educational Requirements

- Undergraduate degree is required.
- Advanced degree such as an MBA or a Masters is preferred.

Company Benefits

Analytic offers a generous compensation structure including a competitive salary, health care benefits, educational assistance, and 401(k) plan, as well as other benefits to meet your personal and professional needs.

How to Apply

If you are interested in joining a dynamic team of professionals, please submit your resume in word format to Human Resources at: jobpostings@aninvestor.com. Resumes may also be submitted via U.S. mail to our office located at 555 West Fifth Street, 50th Floor, Los Angeles, CA 90013, Attn: Human Resources.

Analytic Investors LLC is an Equal Opportunity Employer (EOE). All qualified applicants will receive equal consideration for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law.