

Associate Manager Jobs In Abu Dhabi | Talent Pal

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Company: Talent Pal

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: other-general

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About the job

Job PurposeTo manage and lead a team of professional investment officers which will collectively assume the role and responsibilities of the Middle Office of the entire Investments Department and assume an oversight and reporting role to guarantee compliance with various policies, guidelines, processes and procedures and globally adherence to best investment governance standards. The Section head will work with all other Divisions and Sections to assist them develop relevant investment policies and plans, analytics work and meet their reporting requirements and standards. The Section head will manage a team who will monitor, evaluate and report on the aggregate Policy portfolio and aggregate asset-class portfolios managed across the Investments Department for the Funds under management of the Investments Department and conduct periodic Policy Reviews for the Funds, submit periodic performance and risk reports to the Investment Committee/Management and Funds fiduciaries. The Section will lead on operational matters related to Investments Department. The Section Head will work with the team to produce and consolidate market and macroeconomic outlooks, propose TAA and Rebalancing activities, propose and work with other Divisions and Sections to take corrective, risk mitigating measures when needed, escalate issues. The Section head will lead a team leading and assisting on matters of operational due diligence and ODD evaluations of new managers and new and current Global Custodians. **Key Accountabilities**

Strategy Review & Analytics:

Work with and assist the different Units to undertake the investment policy review exercise and develop the various investment policies for all IsDB managed Funds (OCR, non-OCR and other external trust funds). The Investment Policy Statement (IPS) must include, but is not limited to, risk-return objectives, risk budgets, investment horizon, Strategic Asset Allocation (SAA), Tactical allocations limits, rebalancing policy, liquidity requirements, performance management parameters and risk exposure limits.

Prepare and submit to Management periodic IPS and SAA reviews and when the need arises, provide recommendations on updating/renewing the investment policies of the Funds. Monitor and report on the global and aggregated asset-class level portfolios of the various Funds (aggregated across asset managers and strategies) and ensure compliance with the risk and return parameters set within the IPS.

Carry out comprehensive performance evaluation reviews of the overall investment portfolio and asset-class aggregated sub-portfolios including performance attribution analysis.

Prepare periodic comprehensive portfolio analytic reports;

Prepare market updates, market outlooks and relevant analysis to support decision making on portfolio positioning, TAA, rebalancing activities and provide a better understanding of portfolio risk exposures to geopolitical events, macroeconomic developments, and their impact on the overall portfolios, including stress testing and scenario analysis under stressful market conditions.

Reporting:

Coordinate all system and data needs for the Investments Department.

Consolidate, validate, and disseminate quarterly risk and performance reports for all Investment Department-managed portfolios for the various Funds and submit to the IC/Management and Fiduciaries all such reports.

Update IMC/Management on portfolio compliance and risk and present any urgent matters that need management acknowledgment/action.

Coordinate various inputs to various annual reports, Investment Management Committee, and other relevant internal committees (RMC, BED, GA, etc.)

Coordinate the preparation of the Department's New Letter and various communication releases

Operations:

Manage the relationships with Global Custodians and Fund Administrators and lead on setting up all systems and operational tools relevant to investment operations, ensure portfolio guidelines, compliance, risk and performance parameters and limits are properly configured in the GC systems. Ensure risk, compliance and performance reports are properly configured and periodically verified and communicate any changes in the portfolio guidelines and limits at the IPS level and the EFMs level.

Work closely with the EFM Division and the Investment Fund Management Section to ensure the onboarding of new fund managers with the Global Custodian and assist the EFMs with onboarding requirements with the GCs.

Carry out all KYC and AML compliance activities of the Investments Departments for all new investments and ongoing compliance with existing investments and GCs, transfer agents and EFMs in coordination with the Compliance Unit of the IsDB.

Undertake in coordination with Compliance Unit all necessary activities to ensure tax compliance and optimize IsDB investment tax.

In coordination with relevant Units, lead on all operational aspects relevant to the execution and implementation of investment transactions, including setting assets on internal and external systems, completing subscription agreements, plan and manage cash and liquidity requirements for the investment activities, instruct payments to fund accounts, process dividends and distributions etc.

Facilitate the fulfillment of all commercial obligations by ensuring GCs', EFMs' benchmark and other services providers' fees are validated and paid. Ensure all other payments and transfers are completed including portfolio purification amounts.

Valuation and NAV Validation:

Compile, validate and submit to FCD and Fund Administrator the valuations of all non-marketable/private assets including the Net Asset Values (NAV) of private funds, the value of direct equity portfolio on a regular basis and ensure that the values are updated according to relevant policies and guidelines to ensure timely and up to date valuations are used in the Funds accounting records and facilitate the compilation of accurate

compliance, risk, and performance reports.

Validate the valuation of equity and Awqaf portfolio and projected provisions and NPLs.

Validate all the Funds NAVs for the managed Funds including NAVs reconciliation between the GCs and EFMs.

Process:

Conduct Operational Due Diligence in conjunction with other Units within the Investment Department for new investments.

Develop reporting templates including EWS analysis for all portfolios of the Investments Department.

Prepare and maintain the operations manual and various internal processes and procedures.

Serve as the focal point to Investment Management Committee and Department Meeting and prepare the minutes of the IMC Meeting and any follow up items.

Coordinate input and participate in various external events.

Coordinate the preparation of the Investments Department Annual Program, Budget, KPIs, mission and training plans and relevant reporting.

Leadership Responsibilities:

Provide technical guidance and leadership for the Section and communicate to the team clear performance expectations.

Manage the performance of the Section through assigning responsibilities, planning and coordinating complex projects and processes while coordinating team effort.

Monitor and assess the skills and capabilities of the Section and determine actions needed to increase the Section's performance and impact.

Support filling in key capability gaps of teams through capacity development and recruiting efforts.

Coach, mentor and develop the direct reports and the top talent/high potential staff.

Education, Certification & Experience

Master's degree in Economics/Finance/ Investments or related quantitative discipline.

Minimum 8 years of experience in Quantitative Finance or Economics of which 7 years in Asset Management, Investment of Investment Banking,

Minimum of 3 years of managerial experience required.

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