

The Investment Association

Sector Classification & Monitoring Administrator - 12 month FTC

About the Investment Association ('the IA')

"At the IA, we are committed to serving our members, embracing new ideas and striving for excellence. We are inclusive, considerate and act with integrity in all we do."

The IA champions the UK investment management industry, supporting savers, investors and businesses in the UK, across Europe, and around the world. Our members manage £10 trillion of assets.

Our mission is to make investment better. Better for clients, so they achieve their financial goals. Better for companies, so they get the capital they need to grow. And better for the economy and society, so everyone prospers.

The money our members manage is in a wide variety of investment vehicles including authorised investment funds, pension funds and stocks and shares ISAs. 75% of UK households now use the services of our members.

The IA seeks to be a world-class, values-driven trade association committed to being at the forefront of industry innovation, supporting members' businesses, by delivering a positive policy and business environment for firms.

The Market Insight & Funds Sectors Team

The Market Insight & Fund Sectors division within the IA comprises three teams: Research, Statistics and IA Sectors. The team collects and analyses a wealth of industry data to provide insight on the growth, development and economic contribution of investment management. We also provide insight to members on major industry themes including responsible and sustainable investment.

Each month the team publishes statistics on the retail funds market to the press and the wider industry. The statistics underpin our monthly Market Insight report for members on UK investor sales to retail funds. The Market Insight team is responsible for producing the annual Investment Management Survey, which is the industry reference point for data and trends in investment management. The IA fund sectors also form part of the Market Insight & Fund Sectors division. The IA sectors provide a framework for UK retail investors to help them to navigate around the large universe of funds by dividing them into smaller groups, to allow like-for-like comparisons.

Job Purpose

The Investment Association (IA) is seeking to recruit an administrative assistant to support the work of the Sector Classification & Monitoring Manager, and the sectors team more broadly. The sectors team currently comprises four people and is part of the IA's Market Insight & Fund Sectors division. The role of Sector Classification & Monitoring Administrator focuses on the classification of funds

into IA sectors as well as responsibility for several more cyclical and project-based duties that include the collection and recording of crucial data from various stakeholders. Working closely with the team manager, the role also requires the ability to work independently with daily interaction with third parties.



Overview of the Role

The successful candidate will ideally have some experience of the fund management industry. They will have strong organisational skills, as well as administrative experience.

Although the IA Market Insight output has a well-established structure, it also needs individuals with a strong sense of initiative and self-direction. There will be opportunities to work closely with the team manager as well as independently and the successful candidate is expected to have good time management and teamwork skills. The role will also require the candidate to interact with different stakeholders within the IA and at member firms, so an ability to manage different participants is an advantage.

Main duties

- Work closely with team manager on all sector classification & monitoring tasks
- Responsible for classification of funds into sectors
- Daily interaction with member firms (mostly email with occasional calls/Teams meetings)
- Support Sectors team in all projects
- Ownership of specific & ad hoc project work (quarterly and monthly)
- Maintenance of detailed records providing updates & reports as required
- Participation in weekly team and divisional workflow meetings
- Identify potential process improvements.

In addition, you may be required to carry out other duties as reasonably required.

Essential Skills / Qualifications / Competencies

- Good organisational & administrative skills
- Good communication skills
- Strong attention to detail
- Multi-tasker
- Ability to work collaboratively with colleagues and/or external stakeholders
- The ability to work independently.

Desirable Skills / Qualifications / Competencies

- Knowledge/experience of the UK fund market and the investment management industry is an advantage but not essential
- Intermediate level excel skills.

We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability.