



# Kepler

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## Operations Analyst / Associate

### The Company

Kepler Partners is an independent advisory and asset-raising boutique specialising in the regulated funds market. Our business is constructed from four core verticals:

1. Alternative UCITS research and consultancy
2. Fund Platform - Kepler Liquid Strategies
3. UCITS asset raising
4. Investment trust services

Kepler is entirely independent and is solely driven to provide the best level of service for its clients.

Absolutehedge.com is an alternative UCITS database and research platform aimed at the professional allocator community. Alongside a database of funds, our services include fund research reports, strategy research, and research on key topics and developments within the sector.

Kepler Partners LLP is an FCA authorised investment manager. Our investment vehicle - Kepler Liquid Strategies (KLS) - is a Dublin domiciled UCITS umbrella platform on which we host third party managers. There are currently 5 active funds on the platform, with exciting new fund launches in the pipeline.

Kepler is a limited liability partnership and currently there are 25 staff. Kepler has offices in London (HQ) and a subsidiary in Frankfurt.

Kepler Partners pride themselves on competitive benefits including; competitive compensation structure, profit share scheme, private medical insurance, pension scheme and other benefits such as yearly company offsite, regular social events, travel subsidies and 25 days holiday.

### The Role

- Assist in all operational aspects of the KLS UCITS Platform, including (but not limited to):
  - NAV reconciliation
  - Management Fee / Performance Fee Reconciliation (KLS funds as well as third party funds)
  - Oversight of the current and projected cash balances, including currency hedges
  - Oversight of client and fund transaction analysis
  - UCITS compliance monitoring

- Payment of invoices
- Record keeping, audit settlement, query management
- Be an important contact person for service providers in the day to day management of the funds.
- Management of country registrations
- Management of legal documentation – KIIDs etc
- Ensure that regulatory requirements are met, including management of the submission of any periodic reporting
- Preparation of board packs
- Assist in the preparation of management information (MI) for all of Kepler's asset management activities
- Service Provider and Manager onboarding
- Internal Audit / Preparation of management accounts

**The candidate**

Kepler Partners LLP is looking to add an operations analyst to support the growth of its KLS UCITS Platform. This position will be based in London.

The successful candidate will have significant experience in fund operations. Exposure to alternative strategies, while desired, is not a pre-requisite for the role. In addition to strong technical expertise, they must possess excellent analytical skills and be familiar with all operational aspects of running a fund.

The successful candidate will possess the following attributes:

- Advanced Excel skills essential
- Strong analytical skills.
- Good communication skills.
- Ability to build, implement and manage processes.
- Excellent written English.
- Sound presentation skills with the confidence to participate in internal meetings as well as presenting to external clients of the firm.
- Drive, energy and enthusiasm to advance within a small company.
- Attention to detail.
- Collegial and happy to work as part of a small team.

- The successful candidate will hold the highest standard of integrity and business ethics.

Kepler Partners LLP is a young and successful company with ambitions and a clear focus. The operations function is crucial to the continued success and development of the KLS UCITS platform.