

# AMBITIOUS? BRIGHT? RIGHT.

GAM is one of the world's leading independent, pure-play asset managers. We provide differentiated active investment solutions and products for institutions, financial intermediaries and private investors. Our core investment business is complemented by private labelling services, which include fund administration and other support services to third-party institutions. Together we share a common set of values rooted in teamwork, integrity, entrepreneurial flair and professional excellence.

Our employees are our most valuable asset. Being able to offer an attractive work environment where talented minds from various backgrounds are keen to work is key to the long-term success of our company. We firmly believe in the importance of maintaining the open culture of a small company, aiming to avoid bureaucracy and encouraging a flexible, accessible and hands-on working style across the Group. In turn, our people reward us with their loyalty.

## Trainee (Operational Risk)

### Function:

Risk

### Department:

Operational Risk

### Trainee Programme Overview

The Investment20/20 Trainee Programme at GAM is aimed at both school/college leavers as well as graduates. The purpose is to enable individuals with limited or no exposure to financial services to start their careers in the investment management industry and gain the skills and experience required to progress their careers within the industry.

This Investment20/20 Trainee Scheme at GAM will be for a fixed term of 12 months and the salary will be £20,000 per annum. Trainees will also receive a bonus of £2,000 on starting with GAM to assist with expenses, travel etc. Trainees will also be eligible for a number of Company benefits, in addition to having the opportunity to get involved with the Sports and Social Club activities. Upon successful completion of the Trainee Programme, all Trainees will be eligible to be considered for a discretionary additional payment of up to £1,000.

All Trainees will be part of the wider Investment20/20 community with the opportunity to build relationships with Trainees outside of GAM through both social and professional events. Trainees will receive extensive 'on the job' training by being assigned to a specific department for the duration of the 12 month contract. Individuals will be assigned a mentor for the duration of the Programme and will gain

exposure to the different teams within the department and have the opportunity to get involved with a variety of tasks and projects.

As well as Investment20/20 centrally organised learning and development opportunities and additional training organised by our in-house Learning & Development Department, Trainees will be given the opportunity to start an industry recognised professional qualification. Individuals will be provided with training and experience to deliver a presentation and gain exposure to public speaking as part of the Trainee Scheme.

### **Department Overview**

- The Risk department in the UK comprises of 4 members of staff based in London. There are also Risk staff in Cambridge (1), Dublin (2) and a larger Risk team based in the Zurich office. Risk (along with Compliance, with whom we work closely) provide the “2<sup>nd</sup> line of defence” oversight role, with the Business as 1<sup>st</sup> line, and Internal Audit as the 3<sup>rd</sup> line. The work involved is mostly based on four main Risk areas below, although there are a number of strategic project and regulatory work pieces also undertaken:
  - Operational Risk: Help manage and develop the Operational Risk framework, including identifying, measuring, analysing, monitoring and reporting to senior management, the key enterprise risks associated with GAM’s business. This will include both proprietary and agency risks incorporating operational as well as key business and strategic risks.
  - Investment Risk: Oversight of investment/market risk tasks undertaken across the company, mainly by the Quantitative Analysis team, but also other areas. This can involve monitoring for example, Liquidity risk, Value at Risk, Exposure, Tracking error etc, and reporting issues to senior management. This also includes responsibility for covering investment risk reporting requirements of the relevant regulators.
  - Counterparty Risk (CR): This involves input into the CR monitoring program, producing regular CR reports for UK Boards and CR Management Committee, and where appropriate performing credit risk analysis and due diligence on new counterparties.
  - Information Security Risk: Responsibility for the management, development and adherence to the Group Information Security framework. This involves oversight of the Joiners/Movers/Leavers process alongside IT, Group Info Security policy maintenance and data security protocol across the Group and GAM’s third parties. This role also involves responsibility for the Business Continuity and Disaster Recovery processes across the Group.

### **Main Duties & Responsibilities**

- Help participate in regular Operational Risk reviews with the relevant department managers, assist with Process, Risk and Control Self-Assessments and provide process mapping where needed;
- Provide assistance in maintenance and improvement of, and reporting from the Incident Management System;
- Assist in defining and collating new Key Risk Indicators and provision of metrics;
- Build up a good relationship with Compliance, Zurich and Dublin office Risk colleagues and Front Office Controls;
- Provide accurate input into production of regular, formal and ad hoc Risk reporting as directed by the Operational Risk Managers, Head of Operational Risk and per requirements of the Group Risk Oversight Committee;
- Provide assistance within the Operational Risk work required in the strategic projects, such as oversight of investment platforms in new jurisdictions, End User Developed Applications framework, action tracking implementation, Funds' Risk profile tool etc, as required;
- Assist with maintenance of operational risk framework in other non-continental Europe jurisdictions covered by UK Risk department;
- Aid Risk when working alongside Internal Audit, ensuring information sharing and collaboration on risk resolutions observed through audit recommendations;
- Improvement and maintenance of any Risk internal intranet sites and information, including risk policy maintenance;
- Assist with Business Continuity maintenance tasks where required;

### **Personal Attributes**

- Financial, statistical, or technical abilities preferred;
- Advanced knowledge of Excel, Word and Outlook;
- Knowledge of Visio and PowerPoint an advantage;
- Strong numerical and analytical skills with the ability to perform analysis and report writing;
- IT systems and/or programming skills would be an advantage;
- Ability to work with all stakeholders to ensure effectiveness of agreed Risk controls.
- Strong organisational skills;
- Ability to work to time critical deadlines with accuracy and attention to detail;
- A strong desire to learn;
- Strong written and verbal communication skills;
- Computer literate with the ability to adapt to different systems;
- Demonstrable interest in Risk Management and Investment Management;
- Ability to recommend solutions to complex problems and issues;

- Ability to challenge the status quo and seek innovative alternatives;
- Ability to escalate in a timely and coherent manner to senior management when required;
- Comfortable working in a small technical team.

### Benefits

GAM offers a comprehensive range of benefits and performance-based compensation, along with a variety of lifestyle and family benefits to promote well-being in and out of the workplace. These benefits vary according to local market conditions. Please contact the local Human Resources team for further details.

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<b>Location:</b>	<b>Employing Company/ies:</b>
London	GAM (U.K.) Limited
<b>Reporting to:</b>	<b>Contract:</b>
Daniel Morton, Risk Manager	Fixed Term Contract
	12 Months
<b>Regulated Controlled Function:</b>	
No	

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