



GrowthInvest, Warnford Court, 29 Throgmorton Street, London, EC2N 2AT
t: 030 0303 0037 e: enquiries@growthinvest.com

GrowthInvest is seeking a bright, ambitious graduate to join our operations team as part of the continued growth of the company.

Job Title: Graduate Operations Analyst
Salary: Competitive
Location: City of London
Reporting to: Head of Operations
Start Date: Immediate

GrowthInvest is a high-growth business with a mission to make alternative investments more accessible for wealth managers, financial advisers and high net worth individuals. Through our platform and technology, we empower our clients to access alternative asset solutions without barriers, by providing choice, transparency, oversight and education alongside continuous innovation and excellent customer service.

For the right person, this role has fantastic potential for growth, with the chance to take on responsibility from the outset, build relationships with clients and partners, and sharpen your commercial knowledge and operations skillset. We're looking for somebody who can be an ambassador for GrowthInvest, with the energy and ambition to make a big impact in our fast-growing team.

Key Responsibilities

- Operations team member supporting the Operations, Client Services teams and Senior Management teams
- Liaising with internal and external clients, suppliers, third party providers and fund managers
- Assist with daily platform investment flows and administration of client assets
- Use the GrowthInvest platform and integrated technologies to support clients and client-facing staff
- Performing daily reporting tasks and KPI tracking
- Investigating any breaks or exceptions in daily reports
- Liaising with clients on specific investment transactions as required
- Trouble shooting or escalating any client issues or problems
- Assist with internal and external research and analysis projects
- Gather information on, understand and document key business processes
- Responding to inbound client queries and assisting with technical support



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Experience and Qualifications

We are looking for candidates with an (achieved or predicted) 2.1 degree or above in a relevant discipline. You don't need specific experience in operations, but our ideal candidate will possess all of the following skills and attributes:

- Excellent time management and organisation skills, under time pressures, ensuring all deadlines are met
- Excellent ability to communicate with all levels, within all areas of the business and externally, and build and maintain effective relationships
- Excellent Excel skills, particularly to manipulate and adapt data sets
- Analytical capabilities and numeric aptitude; strong degree of accuracy and attention to detail is paramount
- The capacity to learn and adapt in a fast-paced working environment
- Proactive approach to problem identification and resolution
- Ability to think outside the box, so that an overview of the whole situation is assessed
- Excellent IT and organisational skills, with the ability to master new systems and software
- Ability to work as part of a team, but also use own initiative

To apply, please send your CV and a covering email to careers@growthinvest.com. We look forward to receiving your application!