

ROLE PROFILE

Position: Legal & Compliance Assistant

Reports to: General Counsel

Responsible for: Not Applicable

Purpose of Role

Working in a team of four legal and compliance professionals, you will perform reliable and efficient administration and clerical tasks to support our Group Legal & Compliance team, based from our Jersey office. You will be responsible for maintaining Legal & Compliance document management systems, preparing committee and board reports and packs.

Primary Duties

- Collate and organise board packs for internal Committee meetings and fund board meetings
- Manage and action docs sent to the I-docs email and manage relevant document management systems
- Assist with internal and external audit requests
- Assist the teams with the preparation of guidance notes, procedures, and similar
- Maintain organisation of files for clients, funds and corporate documents to ensure they are up to date via efficient running of the document management system
- Filing fund and corporate documents
- Undertaking compliance (KYC/CDD) checks using relevant databases
- Any general legal and compliance administration and clerical duties that may be required from time to time, including fielding correspondence and arranging meetings and travel.

General

- Any other duties commensurate with the post holder's position and seniority; and
- All employees should understand that it is their personal responsibility to comply with all organisational, statutory and regulatory policies and procedures.
- Jersey residency is required

Experience, Knowledge, & Skills

- Previous experience in a similar role would be preferred
- Computer literate – especially in Excel, as well as familiarity with electronic document management and filing systems
- Ability to work, manage and prioritise work under time-constraints
- Previous legal experience/ knowledge would be useful
- Superior research skills that are detail-oriented
- High level of discretion with confidential matters
- Excellent demonstrable organisation and attention to detail/ accuracy

Key Internal Relationships

The individual will be expected to liaise and/or consult with the following personnel in order for them to fulfil the requirements of their role:

- General Counsel
- Legal & Compliance team

Educational & Professional Qualifications

- Educated to A-level (or equivalent) is desirable
- An ICSA, or similar, qualification would be highly desirable.

Personal Attributes

- Collaborative – works with colleagues at all levels to assist with their queries and find solutions through excellent communication skills
- Flexible – considers all matters on their own merit and not the status quo
- Passionate – has a genuine desire to add value to the business at every level
- Positive – exudes a can-do approach and ethos to all colleagues
- Pro-active – always one step ahead of what may be asked for

Updating this Document

This is a non-contractual document. It is possible that from time to time your job description may be reviewed and updated to ensure it is still relevant to the role you perform or to add any proposed changes. If this occurs, your line manager, in consultation with you, will discuss the details before any changes are made. You will then be issued with an updated version of your job description.

Who are We?

Systematica Investments launched in January 2015 after a decade of experience within BlueCrest Capital Management, to focus on rigorously applying science and technology to the investment process.

The firm was founded by Leda Braga and manages approximately \$8.2bn (as at 1 Sept 2020) across a number of futures and equity-based strategies. The philosophy of the firm is one of innovation, excellence in research and a commitment to fostering strong alignment with investors.

Systematica Investments has a global presence with offices in Jersey, Geneva, London, New York and Singapore.

Team Culture & Investment Philosophy

- The pursuit of excellence permeates all of Systematica’s activities;
- Collaborative working environment within and across all functional teams;
- Rigorous review by peers throughout the research and development cycle;
- We aim to be systematic investors and avoid intervening with the model - our interaction with the model is via the research process;
- Significant investment in technology – our trend following strategy is currently running on the third generation of our proprietary trading platform; and
- All aspects of the investment process and platform are subject to continuous research and improvement.

Our Mission & Values

To create wealth by applying science and technology



Excellence | Innovation | Team Work | Pride | Fun

Competitive Salary and Benefits

In addition to a competitive market salary, Systematica Investments offers an attractive benefits package to its colleagues. It includes:

- Generous annual discretionary bonus;
- Private medical insurance for you and your family;

- Seven-percent contributory pension scheme – 3% employee;
 - Death in service cover at four-times annual salary;
 - Permanent health insurance after 13 weeks of continual illness;
 - Subsidised gym membership;
 - Twenty-five days holiday entitlement, plus nine public holidays; and
 - Study support.
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