



# London Treasury

## **Middle Office Manager | Investment Operations**

**London | £50,000–£65,000 + pension**

### **London Treasury (FCA-regulated investment manager)**

Work at the centre of a growing public sector investment organisation.

London Treasury is hiring a Middle Office Manager to support the London Treasury Liquidity Fund (LTLF) – a pooled investment vehicle serving public sector investors.

This is a broad, hands-on role with exposure across:

- fund operations
- investment lifecycle management
- regulatory reporting
- liquidity and strategic investments

You'll sit between the investment team, back office, fund administrator and finance, playing a key role in keeping the fund running smoothly.

### **Key responsibilities**

- Manage investor communications (commitments, distributions, reporting)
- Oversee and support fund operations and data flows across LTLF, including issue resolution and root-cause analysis on operational delays
- Assist with regulatory reporting (incl. Annex IV)
- Produce performance and investment reporting
- Support investment onboarding (credit analysis, operational due diligence, KYC, AML, subscription forms, tax forms) and investment management (investor consents, drawdowns, redemptions, fees)
- Monitor investment cashflows, income and valuations
- Maintain data rooms, access controls and operational records
- Support audits

### **Requirements**

- Experience in investment operations / middle office
  - Background in an FCA-regulated environment
  - Understanding of trade lifecycle, relevant financial products and fund structures
  - Experience in investment due diligence
  - Strong attention to detail, analytical and organisational skills
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- Ability to manage multiple workflows and stakeholders

Desirable: IMC, IOC or CFA Level I

### **Why join?**

- Work in a purpose-led investment organisation supporting the public sector
- Exposure to both liquidity and private/strategic investments
- Broad role with real ownership – not a siloed ops position
- Opportunity to grow within a scaling organisation

### **Apply**

Send your CV and cover letter to [recruitment@londontreasury.org](mailto:recruitment@londontreasury.org) by midday on 26 May 2026 quoting reference MOM002.

Interviews are scheduled to take place during the week commencing 1 June 2026.

We may bring forward the closing date if we receive a high volume of strong applications.