

## HEAD OF OPERATIONS

Founded in 1985, Comgest is an independent, international asset management group with entities in Paris, Dublin, Hong Kong, Tokyo, Singapore, and Boston. It also has offices in Düsseldorf, Amsterdam, Brussels, Milan, Vienna, London and Sydney. Comgest is characterised by its dedicated approach of 'quality growth in the long term' through its unconstrained style across all equity portfolios. It serves a diverse client base of long-term oriented investors around the globe.

We are committed to attracting a talented and diverse workforce, and to fostering an open, collaborative culture of inclusivity because we believe multiple perspectives lead to more informed investment and business decisions. We welcome people with diverse life experiences, fresh ideas, and specialised subject-matter expertise.

We are currently seeking to hire a Head of Operations, who will join our team located in Comgest Asset Management International Limited. ("CAMIL"), Dublin. This is a permanent contract.

CAMIL is an Investment Firm authorised pursuant to the Markets in Financial Instruments Directive ("MiFID") and is regulated by the Central Bank of Ireland. CAMIL is also registered with the Security Exchange Commission ("SEC") in the United States of America as a registered Investment Advisor. Furthermore, CAMIL has established branches in Italy, Belgium and Austria on a freedom of establishment basis in accordance with Article 35 of MiFID and in this regard is registered with the CONSOB in Italy, the FSMA in Belgium and the FMA in Austria. CAMIL also has a Representative Office in the United Kingdom.

### General Overview of Duties & Responsibilities

Reporting locally to the Managing Director and functionally to the Global Head of Operations and Systems the successful candidate is responsible for directly managing a team of 10 as follows Middle-Office (7), Portfolio Operations (2), Business support (1) (collectively the "Operations" team). The successful candidate will have responsibility for Information Technology oversight and local project oversight.

This is a Pre-Approval Controlled Function ("PCF") PCF42 – Chief Operating Officer with responsibility for strategic operational direction. The individual occupying this role must comply with the Central Bank of Ireland's Fitness and Probity Standards and the individual requires approval of the Central Bank of Ireland in advance of being appointed to the role. The Head of Operations will be a member of CAMIL's Executive Management Team ("EMT"). The successful candidate's responsibilities include but are not limited to:

#### Coordination and Supervision

- Day to day management of the Operations team.
- Coordinate with our centralised IT team based in Paris to ensure effective oversight of IT matters.
- Coordinate local project management requirements, liaising with Group Head of Project Management.
- Oversee the Operation's team interaction with various departments within the organisation as well as with service providers to the organisation.

#### People Management

- Influence, lead and motivate the Operations team to enhance their quality and productivity output by implementing relevant business process change.

#### Comgest Asset Management International Limited

46 St. Stephen's Green, Dublin 2  
Ireland, D02 WK60

Tel.: +353 (0)1 631 0100  
Fax: +353 (0)1 631 0111

info.camil@comgest.com  
[www.comgest.com](http://www.comgest.com)

Registered offices: 2 Grand Canal Square, Dublin 2, Ireland. Company Registration No: 395271. Tax Reference No: IE 6415271W  
Comgest Asset Management International Limited is regulated by the Central Bank of Ireland  
Directors: J-P Dolf (German), B Fleming, M Kirby, P Lebeau (French), D Morrissey, J Olyarchuk (American), P Wall, B Waquet (French)

- For the Operations team responsibilities include but are not limited to planning the use of human resources, organisation of recruitment and placement of required staff, scheduling and coordination of tasks to ensure ownership and accountability of delegated tasks, identification of training requirements.
- Manage employee productivity ensuring quality of services.
- Support the development of key successors through talent identification, providing feedback that addresses skills gaps, and assist the team in learning new capabilities.

**Communication**

- Facilitate coordination and communication between support functions in order to improve the efficiency of interaction between the Operations team and departments such as Dealing, Risk, Internal Control and Compliance.
- Promote effective communication and collaboration across the Comgest Group.

**Best Practices**

- Improve processes and policies in support of organisational goals. Formulate and implement departmental policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures.

**Client and Investor Services Support**

- Assist (as appropriate) with client and Investor Services Support in coordinating client and investor operational due diligence meetings.

**Governance & Operational Strategy**

- As a member of the EMT working to ensure achievement of CAMIL and the Comgest Group's strategic objectives and assist in the development of strategic plans for same.
- Contribute to Board Meetings as required.
- Provide reporting to EMT and Group.

**Experiences/Requirements**

- Bachelors' degree with at least 8+ years' experience in Operation within the financial services industry.
- Expect previous experiences in a consulting firm within the financial services industry (Project Management).
- Experience within asset management/funds.
- Organised, analytical and detailed oriented.
- Change management and communications skills are fundamentals.
- Strong organisational skills, problem solving abilities and attention to detail.
- Able to prioritise tasks and work on multiple assignments.
- Required to work independently and as part of a team.
- Sound independent judgement.
- Fluency in English (French would be an advantage).

**Technical skills**

- Microsoft pack office skills required.
- A proprietary front-to-back system, SimCorp Dimension, GAIN, DTCC OMGEO and DTCC GTR, FxAll, ISS, Bloomberg are the main systems included in this scope.

**To apply:**

Send CV + cover letter to: [akinsella@comgest.com](mailto:akinsella@comgest.com)

*Comgest is an Equal Employment Opportunity/Affirmative Action Employer.*

*We are committed to attracting a talented and diverse workforce, and to fostering an open, collaborative culture of inclusivity because we believe multiple perspectives lead to more informed investment and business decisions. We welcome people with diverse life experiences, fresh ideas, and specialized subject-matter expertise.*