



Middle Office Operations Analyst

About the Position

LL Funds is hiring a Middle Office Operations Analyst. The Operations Analyst will be responsible for supporting the daily operations of the Firm's lending activities and securities portfolios. Working with the Financial Control, Trading, Compliance and Investor Relations teams, the role is integral to maintaining a robust operational, financial control and risk mitigation environment. The ideal candidate will have relentless attention to quantitative detail and an ability to craft, adapt, manage and implement operational processes. This is an in-office position in our Philadelphia, PA office.

Specific Responsibilities Include:

Lending Operations

- Facilitate the flow of funds to and from lending facilities, including review and approval of funding requests, maintenance of borrowing bases and collateral verification/monitoring.
- Participate in the review of new facilities/transactions and coordinate with colleagues in the analysis, design and execution of the operational processes.
- Support on-going efforts to systematize lending and middle office operations via internal and external technology platforms.

Securities Operations

- Perform trade order management and allocation, cash and position reconciliation, trade settlements and fund distributions in coordination with portfolio management and financial control/administrator teams.
- Review principal and interest payments on asset-backed securities portfolios and review trustee deal reporting.
- Manage and review cash and position reconciliations prepared by external middle office teams.

General

- Liaise with internal and external accounting and custody teams as part of ongoing operational support.
- Prepare and review portfolio monitoring and performance metrics for internal and external clients.
- Participate in ongoing reviews of controls and processes to ensure that oversight, risk monitoring, risk mitigation and financial control are achieved daily.
- Automate manual workflows using VBA and SQL and other systems/platforms as needed.
- Assist in the design and implementation of processes and controls.
- Assist in on-site due diligence reviews from clients and consultants.
- Perform related duties as assigned.

Skills & Experience Required:

- Bachelor's degree or equivalent in Accounting, Finance, Math, Computer Science or related field with a strong record of academic success is required.
- 1 to 2 years of relevant industry experience, including private lending, fixed income or credit investment operations/middle office. Experience working with asset-backed securities preferred.
- Advanced Excel skills with strong data management skills and the ability to perform complex data analysis and reporting using tools like SQL/VBA required. Proficiency in Python highly desired.

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- Familiarity with Order Management and Portfolio Management systems preferred; direct knowledge of Enfusion is a plus.
- Results-orientation with an ability to take initiative, execute and complete multiple projects and daily deliverables in a detail-oriented, accurate and timely manner utilizing exceptional organizational skills and the ability to prioritize tasks, balancing both immediate and long-term assignments to meet team deadlines.
- Outstanding initiative, work ethic and integrity.
- Excellent interpersonal, communication, and project management skills. Ability to collaborate in team setting as well as work independently. Willingness to ask questions and challenge status quo.
- Desire to work hard in a dynamic, entrepreneurial organization and enjoy the fast pace of a fast-growing investment management firm.
- Passion for financial markets with desire to develop research, trading, analysis and portfolio management skillsets.

About LL Funds

Founded in 2009, LL Funds (LL) is an independent investment manager with approximately \$3B AUM. LL makes opportunistic investments in asset-backed securities (ABS) and the companies that originate them. We look for deep value situations to concentrate our analytical, actuarial-based, contrarian approach. Our team combines the equity skills of sourcing, diligence, management and operating with the credit expertise of origination, asset-backed lending, underwriting, securitization and trading.

LL has a highly collaborative, creative, team-based environment that rewards initiative, productivity and independent thinking with exposure to senior leadership for coaching, mentoring and development. Successful candidates will be motivated self-starters and strive for results, have the highest ethical standards and the ability think creatively to help achieve optimal outcomes for investors. He or she will be a team player, a natural collaborator and enjoy interacting with individuals at all levels.

LL offers competitive compensation, excellent employer-paid benefits, paid time off and in-office lunches. LL is an Equal Opportunity Employer.

Application Process

Please email your resume and cover letter to careers@llfunds.com. Please mention "Operations Analyst" in the subject line of your email. Principals only—no search firms.