

# VALOUR

## Exchange Traded Product Manager

**Place of work:** Switzerland or UK

**Hours:** Full-time

### About Valour

Valour is the digital asset investment arm of Defi Technologies. At DeFi Technologies, the mission is to help institutional and retail investors navigate the complex, hyper-growth disruptive world of Decentralised Finance and digital assets.

Backed by leading entrepreneurs and investors in the fintech space, Valour aims to be the digital asset manager of choice. We have super ambitious growth plans; through leveraging our deep expertise in digital assets and emerging technologies married with the best practise in investment and risk management of leading traditional financial institutions - we will offer investors access to decentralised finance without any of the operational complexities or technical risk associated with direct investment. A way to invest with confidence, without compromising on the standards required of other investments in any other asset class.

Our first offerings are simple listed products that help investors access the best opportunities in the digital asset space. Products are currently available on Boerse Frankfurt in Germany, Euronext Paris and Amsterdam and on the NGM stock exchange in Sweden. We have plans to open new markets and have a pipeline of innovative products in development. Valour is working to become the world's leading digital asset investment firm - and we're looking for great people to help us achieve this ambition.

### Job description

Reporting directly to the COO, this is a unique opportunity for the right ambitious candidate to be a key early team member of a high growth, high quality start-up in a cutting edge-disruptive industry. The Exchange Traded Product Manager will play a central role in issuing new products, listing them on exchanges across Europe and undertaking range management activities to ensure both new and existing products are well maintained. They will be involved in extending the distribution reach of our products by building data connectivity to various third party platforms. Valour's structure is flat and a start-up mentality is essential. No job should be too small, and none too big - they must be a team player obsessed with helping the organisation thrive and achieve excellence at every level.

They will demonstrate excellent communication skills in dealing with colleagues and counterparts across all functions adjusting their approach to suit the audience. They will overly communicate ensuring that all parties understand timelines, deliverables and priorities. They will be swift to adjust launch dates when required and ensure all parties are kept up to date at all times. They will act professionally, inclusively and produce work of impeccable quality with strong attention to detail. The role will offer the right candidate exceptional exposure, learning opportunities and fast-paced career progression.

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## Key responsibilities:

- Managing product issuance processes interacting with internal and external stakeholders.
- Managing the commercial relationships with third party suppliers e.g. KID and EMT providers and listing agents
- Creating product documentation; from drafting Final Terms; to issuing KIDs; to building EMT files; to drafting factsheets and product web page copy. Strong attention to detail is critical to ensure consistency across the platform.
- An understanding of MIFID II Product Governance processes and PRIPS regulation is sought
- Proven project management skills required to take ownership of product launches from inception to exchange listing; building, tracking and chasing roadmap deliverables often operating under pressure and to tight deadlines and ensuring delegated activities are delivered on time.
- Managing the product listing process with European exchanges; attention to detail is key as is a desire to understand the intricacies and implications of product data and coding.
- Maintaining product documentation to ensure compliance with regulatory requirements and to enable smooth onboarding and distribution by brokers and market makers.
- Running a pipeline of product ideas and initiatives to keep Valour a step ahead of the competition.
- Managing product database and ensuring consistency of data across internal platforms, websites and third party systems.
- Continuous process improvement; an ability to quickly establish new processes and then refine, enhance, streamline overtime.
- Filling the gaps: being happy to help wherever needed and stretching from high level strategy down to detailed delivery.

## What we're looking for

- High attention to detail: able to connect product structure, product data, supporting documentation and listing requirements.
- Driven and disciplined: we aim to aggressively launch new and exciting products, so ability to manage listings and various projects to deadlines is paramount.
- Great communicator: proven ability to work with a wide range of different individuals and able to flex style in different situations, clear written english
- Numerate: able to build and understand excel models and understand how to manage data to streamline listing process and documentation production and updates.
- Efficiency; a desire to continuously seek process improvement and deliver 'more with less'.
- You will coordinate with regulators to assure alignment with internal resources and projects.
- You will gather and define product requirements and define project scope.
- You will collaborate with stakeholders across the business to support the roadmap.
- Pace and bias to action: able to get things done efficiently and effectively without fuss.

## Qualifications/skills

- 5-7 years' experience in financial services; relevant education
- Good understanding of financial products
- Good understanding of legal documentation and some experience drafting legal product documents
- Ability to efficiently manage and prioritise own time and efforts to deliver analysis and insights at pace;
- Excellent Excel skills and python would be an advantage
- Even better if you have experience in digital assets and financial services!

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## We offer

- Flat hierarchy and fast growing environment
- Ability to work to bring in ideas and work independently
- Gain deep insights into the fastest growing areas in asset management and finance: exchange traded products and crypto assets. You'll learn about product structuring, market infrastructure and generally the end-to-end process of providing an 'investment experience' to investors of all stripes.
- Work in an inspiring, dynamic, and rapidly growing industry
- Join a team-oriented and entrepreneurial culture

## To Apply

As part of the application process, please email our team at [hello@valour.com](mailto:hello@valour.com) with the following:

- Your CV
- A short cover letter explaining why you're a good fit for the role
- An example of a project plan you have had to put together or manage in the past and explain the main challenges involved in executing it