

Business Operations Analyst

Stanhope Capital was established in 2004 and is an independently owned wealth management firm providing discretionary and portfolio management services to ultra-high net worth private and institutional clients worldwide. Stanhope is neither a bank, nor just a family office. Instead, we bring together the best of both worlds: the high service standards and transparency expected of a private family office, combined with the quality of investment expertise and operational excellence typically associated with a major global financial institution. There are currently 20 partners and over 90 employees operating from offices in London, Geneva and Paris.

Role:

We are seeking a **Business Operations Analyst** to provide operations support to the Portfolio Management (“PM”) team. This is an exciting opportunity to be a core part of the transformation of the firm as we grow. It is a varied role and as such, requires you to be a problem solver with a flexible approach.

Position: Business Operations Analyst

Location: London

Job Type: Full Time, Permanent

Salary: £Competitive

Benefits: Competitive salary & benefits package; being part of a growing, successful company in a multinational working environment.

Responsibilities:

General

- Serving as a contact point between the team and third parties regarding various daily administrative matters
- Model portfolios – trading and rebalancing / production of marketing materials
- Co-ordinating ad-hoc projects (Operating Memorandums, client information database maintenance, etc)
- Monitoring the Corporate Actions inbox
- Assisting the Operational Due Diligence and Middle Office teams on an ad-hoc basis
- Assisting the PM team in the management of trade execution

IT / Valuations & Reporting / Legal & Compliance

- Testing and reviewing new tools on behalf of the PMs
- Maintaining the portfolio management system
- Co-ordinating valuation / reporting issues with the Middle Office team, PM team and the provider of our IT platform
- Co-ordinating the implementation of any new regulations between the PM team and Legal department
- Working with the Legal department on any regulatory updates (NMPI / EMIR / FATCA) on an ad-hoc basis
- Regulatory trading reporting for SICAVs and OEICS
- Suitability notes for NMPI investments distribution and collection, record keeping

Experience:

- Experience in a financial related industry; some experience with legal, compliance and regulatory tasks is beneficial
- Excellent written and spoken communication skills, able to communicate at all levels
- Excellent command of English, French highly desired
- Excellent computer literacy. Knowledge of programming languages beneficial
- Ability to handle multiple tasks with minimal supervision while working effectively as part of a team
- Strong attention to detail; good numeracy
- Operates with a sense of urgency; ability to meet deadlines
- Must have the right to work in the UK

Stanhope Capital positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief.