

Analyst / Associate Position - Portfolio Management

Stanhope Capital is one of Europe's leading alternatives to traditional private banks and asset management firms.

Founded in 2004, the group now offers a full range of services – wealth management, consulting, merchant banking and private investments – in an environment where the interests of partners and employees are aligned with clients. Our mission is to combine state-of-the-art investment expertise with the independence, transparency and high service standards expected by clients.

Stanhope Capital currently supervises over USD 10 billion of client assets with over 90 employees operating from London, Geneva and Paris.

Role:

We are seeking an Analyst or Associate within the Portfolio Management ("PM") Team, to support our international clients managed out of London and Paris. The PM team is one of the core divisions within wealth management with a wide range of responsibilities from managing client relationships to the implementation of tactical decisions and portfolio rebalancing.

The PM team in London is divided into sub-teams. The role will involve working closely with the Partner heading up the International team, whose clients are predominantly French speaking, with exposure to the heads of our Paris office as well as the CEO.

The growth of the business and the complexity of the portfolios has meant that an exceptional candidate is sought to join the team. This is a varied role and will suit a hard-working individual seeking to gain a broad base of experience in a successful, growing investment management firm.

The ideal candidate will have 2-3 years' experience in a similar role in either investment banking or investment management and be looking to specialise in wealth management.

Position: Analyst or Associate – Portfolio Management
Location: London
Job Type: Full Time, Permanent
Salary: £ Competitive
Benefits: Competitive salary & benefits package; being part of a fast-growing, successful company in a multinational working environment.

Responsibilities:

The PM team assists Client Partners with the management of their book of clients. The duties will include but will not be limited to:

- Preparing client presentations for both prospective and existing clients
- Assisting with the preparation and review of monthly and quarterly client valuations
- Preparing, co-ordinating and delivering bespoke client reports
- Operational tasks such as preparing trade instructions and following these through to confirmation with the custodian; updating operating memorandum to reflect any changes in the management of the clients' portfolio
- Co-ordinating documents and monitoring for client specific vehicles such as SICAVs
- Assisting with client 'on boarding' and collating information required by our clients' tax accountants

- Performing KYC and AML checks in conjunction with Compliance
- Facilitating day to day banking transaction for specific clients
- Co-ordinating and developing strong working relationships across the firm including Operations, Investment Research, fellow members of the Portfolio Management team as well as Legal and Compliance.

In addition to assisting on the existing client book of the London team, the candidate may be asked to assist the Partners in charge of the launch of the Paris office, both on specific projects and with the day to day management of new business.

Skills and experience:

Applicants must be fluent – verbal and written – in English and French and have excellent numeracy skills as well as exceptional attention to detail. Other skills required include:

- Proficiency in Excel, Word, PowerPoint
- Familiarity with banking platforms
- Ability to work under pressure
- Highly organised, motivated and capable of seeing projects through from beginning to end
- Flexible, able to work autonomously as well as take direction as needed
- Results oriented – a flexible thinker with a “can-do” attitude
- Experience in building strong and effective internal and external relationships
- Absolute discretion

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