

Associate – Operational Due Diligence

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:

This is a specialist role which will suit a hard-working individual seeking to gain experience in a successful, growing investment management firm.

The successful candidate will work in a team of three and will be tasked with conducting operational due diligence on investment funds. Prior experience conducting either operational due diligence or audit on investment funds and/or investment management firms is a requirement. Exposure to private equity, private real estate and private credit funds will be an advantage and the candidate must have a strong understanding of the fund industry and of financial markets.

Position: Associate – Operational Due Diligence
Location: London
Job Type: Permanent, Full-time
Salary: £Competitive
Benefits: Competitive salary & benefits package; being part of a fast-growing, successful company in a multinational working environment.

Responsibilities:

The duties will include but will not be limited to:

- Conducting operational due diligence on long only funds, hedge funds, private equity funds, private credit funds, real estate funds and exchange traded funds and their investment managers
- Carrying out detailed reviews of fund offering documents, policies and procedures, internal controls reports, audited financial statements etc.
- Monitoring existing fund investments
- Preparing detailed operational due diligence reports that are presented to the fund selection committee
- Keeping abreast of industry and regulatory changes affecting the fund industry
- Overseeing the security database; assisting with trading queries, rebates, side-letters etc.
- Participating in ad-hoc internal projects

Skills and experience:

- At least one years' experience conducting operational due diligence or audit on investment funds and/or investment management firms
- Strong numerical ability and high attention to detail
- Ability to work under pressure
- Ability to work autonomously as well as take direction as needed
- An interest in performing a critical role whilst learning in a fast-paced, highly skilled environment
- Solid understanding of the institutional investment industry and investment processes
- Excellent verbal and written communication skills - able to ask the right questions and a proven ability to diagnose and resolve issues
- Results oriented – a flexible thinker with a “can-do” attitude
- A track record of building strong working relationships both internally and externally

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