

## **Consulting Team - 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 19 partners and over 85 employees operating from offices in London, Geneva, and Paris.

Stanhope Consulting is the investment consultancy (advisory) arm of Stanhope Capital; the team draws upon the combined resources of the entire Stanhope Group to provide clients with investment consultancy services, including advice on strategic asset allocation, investment manager review, investment manager selection and ongoing consultancy. Our client base includes many well-known names in the charity, institutional and university sectors. As no two clients have the same requirements, they are flexible and tailor each service to meet the particular needs of each client.

### **About the role:**

This is an exciting opportunity for a numerate analyst with an interest in financial services to become part of the Stanhope Consulting team. The successful candidate may have experience as a Team Administrator within Financial Services, providing Performance Reporting and general administrative support.

### **What you'll be doing:**

- Collecting performance and asset allocation data from fund management houses and maintaining client performance spreadsheets
- Preparing and distributing bespoke periodic reports to clients, including assisting with analysis of the main issues to raise with the client
- Dealing with ad-hoc client requests and queries
- Assisting in preparing client meeting presentations and new business pitches
- Assisting with the production and maintenance of manager and fund research notes
- Producing regular fund and market review reports

### **What you'll need:**

- Very good command of usual MS Office applications
- Ability to produce reliable and accurate output
- Highly numerate and excellent attention to detail

- Strong organisational and communication skills
- Ability to work independently by taking initiative
- Adaptable and flexible, with strong focus on meeting deadlines
- Ability to work under pressure

## **What we offer:**

- 25 days holiday, plus ½ days on Christmas and New Years' Eve, plus public holidays
- Pension matching of up to 10%
- Attractive LTIP
- Private healthcare and dental plan including direct access to virtual health & wellbeing care as well as numerous retail discounts via our Employee Assistance Programme
- Paid leave for charity projects
- Cycle to work scheme
- Fitness classes

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