

## **Assistant - Portfolio Management and Business Operations**

Stanhope Capital is one of Europe's leading investment management and advisory firms.

Founded in 2004, the group offers a full range of services – wealth management, consulting, merchant banking and private investments (private equity and real estate) – in an environment where the interests of partners and employees are aligned with clients. Stanhope Capital currently supervises over USD 13 billion of client assets, primarily held through third party funds, with over 90 employees in London, Geneva, and Paris.

Stanhope Capital SAS was opened in 2018 to mitigate the risk of a hard Brexit and to develop the group's presence in Europe. The company is fully registered with the French financial regulator AMF.

### **Role:**

We are seeking an **Assistant in Portfolio Management and Business Operations** to provide operational support to the Portfolio Management ("PM") team in Paris as well as to the rest of the team locally. 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: **Assistant - Portfolio Management and Business Operations**

Location: Paris

Job Type: Full Time 'CDI'

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

### **Job description and responsibilities**

#### **General**

The candidate will seek to co-ordinate and to develop strong working relationships across the firm including Operations, Investment Research, members of the Portfolio Management team as well as Legal and Compliance.

#### **Support to the PM and sales team with**

- Preparing presentations for both prospective and existing clients
- Preparing trade instructions and following these through to confirmation with the custodians
- Updating general presentations on a regularly basis
- Co-ordinating valuation / reporting issues on behalf of the PM team with the Middle Office team and the provider of our IT platform
- Maintaining client information within our internal database
- Suitability notes for specific investments and record keeping

#### **Risk management**

- Preparing stress tests / risk dashboard on client and model portfolios
- Assisting with the risk management process such as checking and documenting internal procedures

#### **Legal & Compliance**

- Updating Client operating memorandum
- Updating internal procedures
- Assisting the Risk and Compliance Officer with:
  - the implementation and monitoring of any new regulations
  - regulatory reporting for SICAVs and OEICS as well as requested by local regulators

**Other**

- There will be a small element of office management

**Skills and experience**

The applicant must be fluent – verbal and written – in both French and English with excellent numeracy skills and exceptional attention to details. Other skills required include:

- Proficiency in Microsoft Office
- 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.