

Analyst, Portfolio Management

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

Founded in 2004, the group 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 significant investment expertise with the independence, transparency and high service standards expected by ultra-high net worth clients.

Stanhope Capital currently supervises over USD 12 billion of client assets, primarily held through third party funds, with over 90 employees in London, Geneva, and Paris.

About the role:

The role is to support and learn from a team of portfolio managers with an international client base. The growth of the business and the complexity of the portfolios mean that further assistance is required to support the delivery of excellent client service.

The successful candidate will likely have 1-2 years sector experience, with a growing knowledge of financial markets and a hunger to learn.

Location: London
Job Type: Full Time, Permanent
Salary: Competitive
Benefits: 25 days holiday, private healthcare, pension scheme; being part of a fast-growing, successful company in a multi-national environment.

What you'll be doing:

Includes but is not limited to:

- Preparing trade instructions and following these through to confirm with the custodian
- Creating payment instructions
- Assisting with the completion of ad-hoc subscription documentation
- Monitoring and updating geographic and currency allocations of the underlying funds on a monthly basis
- Assisting with the preparation of client presentations for existing and prospective clients
- Being the point of contact for custodians - providing fund documentation, reviewing corporate actions, chasing contract notes, monitoring cash balances
- Assisting with collating information required by clients' tax accountants and other intermediaries
- Maintaining and updating client electronic files to ensure all is in order

What you'll need:

- Strong numerical ability and high attention to detail
- Knowledge of Microsoft Office, PowerPoint, and Excel
- Bilingual French and English would be a bonus
- An interest in performing a critical role while learning in a fast-paced, highly skilled environment
- Strong verbal and written communication skills
- Ability to work under pressure
- Ability to work effectively with internal and external stakeholders
- Highly organised 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

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