

## Investment Research Team Assistant

Stanhope Capital Group provides asset management and advisory services to private clients, charities, and institutions around the world.

Founded in 2004, the group offers a full range of services – wealth management, consulting, merchant banking and alternative investments – in an environment where the interests of partners and employees are aligned with clients. After the announced merger with US based FWM – owner of Forbes Family Trust, LGL and Optima – Stanhope Capital Group is now one of the world's largest independent global wealth management and advisory firms overseeing close to USD 24 billion of client assets.

### About the role:

Stanhope's investment research team is looking for a self-starting and proactive team assistant to assist with administrative and research tasks, including extensive filing (online), spreadsheet and database maintenance, creation and editing of presentations, and diary management.

The successful candidate will work primarily with the equity, fixed income, and operational due diligence teams (eight people), providing further support to our private assets teams and other teams as needed. This role would suit entry-level candidates who are confident this is an area they wish to work in and would also suit career administrators.

Position: Team Assistant  
Location: London  
Job Type: Permanent (flexible working available)  
Benefits: Competitive benefits package; being part of a fast-growing, successful company in a multi-national environment.

### What you'll be doing:

- Digitally filing information on funds (factsheets, holdings, presentations), daily
- Updating internal databases with fund data
- Retrieving information from fund databases upon request
- Creating and editing presentations
- Ad-hoc administrative tasks such as creating agendas and arranging meetings
- Assisting with projects as they arise
- Responding to queries from the investment and client teams
- Liaising with other support team members to promote smooth-running of the organisation
- Ad hoc projects and task that are required by the investment research team

### Who you are:

- Work experience which demonstrates a strong work ethic and ability to build effective working relationships
- Excellent oral and written communications
- Advanced Microsoft Outlook, Word, and PowerPoint; strong Microsoft Excel skills
- Inquisitive, with ability to take initiative, use online search engines effectively, be naturally curious and ask questions
- Exceptional attention to detail and organisation skills
- Ability to work autonomously, collaborate as part of a team, as well as taking direction
- Proactive and results-oriented with a "can-do" attitude
- An interest in the investment world

### How to apply

Please apply with CV and covering letter to [hr@stanhopecapital.com](mailto:hr@stanhopecapital.com). Your letter should include details on why you are interested in the role, along with any areas you feel may present a challenge. Additionally, Stanhope are striving to be an inclusive workplace and believe that a successful candidate should bring more to the role than purely their career experience. On that basis, please feel free to include information beyond your CV that you feel would help us to better understand you as a candidate.

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