

## Investment Consulting Analyst

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 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 \$28bn of client assets with offices in London, Geneva, Paris, New York, Philadelphia, and Palm Beach.

Stanhope Capital LLP positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion, or belief. We seek to create a flexible environment which ensures our working styles work for each other and our clients.

### About the role:

This is an exciting opportunity for a numerate analyst with an interest in financial services to become part of the Investment Consulting team.

### What you'll be doing:

- Collection of performance and asset allocation data from fund management houses and maintenance of client performance spreadsheets.
- Preparation and distribution of bespoke periodic reports to clients, including assistance with analysis of the main issues to raise with the client.
- Dealing with ad-hoc client requests and queries.
- Assistance in preparing client meeting presentations and new business pitches.
- Assistance with the production and maintenance of manager and fund research notes.

### About you:

- Very good command of usual MS Office applications.
- Able to produce reliable and accurate output.
- Highly numerate and excellent attention to detail.
- Strong organisational and communication skills.
- Able to work independently and take initiative.
- Dynamic and flexible, with strong focus on meeting deadlines.
- Able to work under pressure.
- Some previous experience within the financial services industry preferred but not essential

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