

Portfolio Manager 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 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 \$28 billion 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:

The role will mainly support one portfolio manager with an international client base. The growth of the business and the complexity of the portfolios mean that exceptional assistance is required to support the portfolio manager on delivering excellent client service. The successful candidate will have basic knowledge of financial markets and is likely to have worked in a similar administrative role within financial services.

What you'll be doing:

Includes but is not limited to:

- Trading support: Preparing trade instructions, liaising with fund managers, counterparties, and middle office to ensure a quick and seamless trade process.
- Being the point of contact for custodians - providing fund documentation, reviewing corporate actions, chasing contract notes, monitoring cash balances
- Contribute to regular and bespoke reporting, presentations for existing and prospective clients and ad hoc documentation related to clients' requests
- Maintaining clear, comprehensive, and up-to-date client files, business and transaction records on interactions with clients, including trustees and corporate directors.
- Assisting in ad-hoc projects to improve on existing processes and procedures
- Creating payment instructions and following these through to confirm with the custodian
- Assisting with the completion of ad-hoc subscription documentation
- Assisting with collating information required by clients' tax accountants and other intermediaries.
- Developing regular and ad hoc management information on the portfolio - from monitoring to scenario analysis, asset manager analysis, market trends etc.

About you:

- Strong numerical ability and high attention to detail
- Knowledge of Microsoft Office, PowerPoint, and Excel
- Bilingual French and English essential
- 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

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