

Stanhope Capital Group – Business Analyst, Operations

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, Palm Beach, and Boston.

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:

We are seeking a **Business Analyst, Operations** to provide operational support to the Portfolio Management (“PM”) team. 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.

General responsibilities

- Trading support; serving as a contact point between the team and third parties regarding various daily administrative matters
- Production of marketing material, performance analysis
- Co-ordinating ad-hoc projects (client information database maintenance, portfolio management system)
- Data collection across the firm and dataset manipulation

IT / Valuations & Reporting

- Maintaining the portfolio management system and testing of new features for the team
- Co-ordinating valuation / reporting issues with the Middle Office team, PM team and the provider of our IT platform
- Cross jurisdictional regulatory reporting support

About you:

- Experience in a financial related industry
- Excellent written and spoken communication skills, able to communicate at all levels
- Excellent command of English, French highly desired
- Excellent computer literacy. Knowledge of programming languages, SQL, Python, beneficial
- Ability to handle multiple tasks with minimal supervision while working effectively as part of a team
- Strong attention to detail; good numeracy
- Operates with a sense of urgency; ability to meet deadlines
- Must have the right to work in the UK

You would additionally benefit from:

- Fluency in French
- Knowledge of SSS&C Advent suite