

Stanhope Capital Group – Analyst, Middle Office

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 – investment 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. If you are interested in learning more about our flexible working approach, we would be happy to discuss it.

About the role:

- Check daily/weekly cash balances
- Finalise trade data into the in-house reporting system
- Follow-up on trading activity, verifying the execution terms for all our client's portfolios
- Work closely with portfolio managers on shared clients.
- Trouble-shooting with custodian banks
- Producing monthly/quarterly client valuations
- Produce special client reports
- Monitoring of corporate actions
- Reconciling and checking our positions with the valuation of the underlying custodian
- Maintain client information
- Organise and monitor documents filing

About you:

- Minimum 3 years' experience in a similar position within financial services
- Comfortable working autonomously and collaboratively; adaptable to working with different personality types
- Comfortable working in a close-knit and demanding environment
- Strong organisational skills, multi-tasking capacity and ability to work under pressure
- Highly reliable and accurate with strong attention to detail
- Efficient and proactive communication skills
- Good command of usual MS Office applications

You would additionally benefit from:

- Fluency in French
- Experience in Private Equity funds
- Available to start at short notice

Apply [here](#) with your CV