

Company Overview

Premier Miton is a genuinely active investment manager offering a range of funds and investment trusts, as well as a portfolio management service, covering equity, fixed income, multi asset and absolute return investment strategies. We have approximately 160 employees split across our London and Guildford offices, with hot desks available our colleagues spend time in both offices which gives great exposure to all parts and levels of the business.

Our culture defines how we aim to work in an ethical and constructive way to meet our objective of acting responsibly and doing a good job for our clients and other stakeholders. All our employees sign up to a code of ethical and professional conduct which means they are expected to conduct themselves with integrity and honesty in an open and transparent manner and support our core values.

Investment Services Analyst

We are looking for an Investment Services Analyst to join our Investment Services team, based in our London office.

We are looking for a dedicated Investment Services Analyst who will be responsible for the oversight of outsourced custody and middle / back-office functions. The role covers trade processing, matching and settlement; security reconciliations and standing data maintenance, all within agreed quality, timing, and output targets, together with NAV reconciliation (investment trusts) and Corporate Actions. The role is also responsible for supporting trading desk and fund managers, amongst other key responsibilities.

If you are interested in the role, please send your CV together with details of your Right to Work in the UK to:

recruitment@premiermiton.com



Premier Miton's purpose and values

To actively and responsibly manage our clients' investments for a better financial future

Dedicated

Passionate

Responsible

Independent

Collegiate

Job Description

Key responsibilities

Responsibility	Associated Tasks / Deliverables
General Support	<ul style="list-style-type: none"> • Support Senior Investment Services Manager and Head of Investment Services with their responsibilities as required. • Implement, manage and contribute towards projects as required (i.e. system, product and regulatory changes). • Act as a subject matter expert for custody and middle/back-office issues. • Contribute to oversight program for all functions carried out by third party vendors. • Provide support to the Head of Investment Services – Fixed Income.
Middle Office	<ul style="list-style-type: none"> • Review daily reconciliation of stock and cash between Bloomberg AIM and NT IOO records and assist in the investigation of breaks where necessary. • Daily portfolio reconciliation against the fund administrators / custodian NAV reports; investigation of all differences outside of agreed tolerance levels, updating of cash positions on Bloomberg AIM to agree to NAV reports (investment trusts) • Any other reconciliation requirements (e.g. structured product pricing). • Monitoring all aspects of derivative lifecycle (ETF and OTC). • Investigate and resolve any breaks with prime brokers and fund administrators (CFD trading). • Ensure that all regulatory reporting is carried out either internally or by outsource partners accurately and within deadlines. • Monitor oversight of daily Bloomberg RHUB function, including management of periodic reconciliation and maintenance of associated issues log. • Respond to queries from internal and external partners and clients and escalate where necessary to senior managers. • Instruction of Investment Manager decisions for all non-mandatory corporate actions to third party administrator / custodian. • Completion and maintenance of tax documentation (e.g. W-8BEN-E). • Production of Internal MI as requested. • Monitoring trade flow to outsourced middle office. • Process security and FX trades; instruct settlement of trade transactions in line with the underlying fund's valuation points and reporting requirements. • Utilising CTM OMGEO, monitor trade matching process, check output, record unmatched items and then follow up (investment trusts). • Send trade instructions to fund administrator via web portal upload or email and ensure all transaction cut-off periods are met (investment trusts).

	<ul style="list-style-type: none"> • Issue settlement instructions for trades (utilising CTM OMGEO, web portal upload or via fax) and other transaction types to custodian within agreed timescales (investment trusts). • Match security trades based on details received from fund managers and brokers; resolve trade discrepancies with brokers. • Liaise internally with Dealing Desk to update trades; check output to ensure that details are accurately reflected onto the portfolios. • Follow up queries with client / brokers; daily check of failed trades information received from custodian as well as investigating interest claims that have been received. • Ensure trade confirmations where required, are received from brokers. • Process fund payments, notifying fund managers of cash movements. • Process and submission of placing / sub-underwriting participation documentation, including onward reporting to fund administrators / custodians for settlement & inclusion in NAV(s) where applicable. • Reconciliation of month end financing fees, interest (CFD trading). • Month end stock reconciliations to custodian records (investment trusts/seg mandates).
Other	<ul style="list-style-type: none"> • Any other responsibilities as required from time to time.
Individual Conduct	<ul style="list-style-type: none"> • Act with integrity. • Act with due care, skill and diligence. • Be open and co-operative with the FCA. • Pay due regard to the interests of customers and treat them fairly. • Observe proper standards of market conduct. • Act to deliver good outcomes to retail customers.

Education, experience, skills & abilities

Education / Professional Qualification	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent. • Relevant qualification
Experience / Knowledge	<ul style="list-style-type: none"> • Significant experience of working in a similar role, within Fund Management.
Competencies / Skills	<ul style="list-style-type: none"> • Good IT skills / ability to use Microsoft Office and Excel. • Team player with a positive, results orientated approach. • Communication skills with the ability to communicate effective - both written and verbally at all levels. • Strong interpersonal skills. • Ability to prioritise workload and adhere to deadlines. • Good problem-solving skills. • Ability to demonstrate tact and diplomacy when coping with difficult situations.

	<ul style="list-style-type: none">• Good administrative and personal organisational skills.• Good numeracy skills.
Characteristics	<ul style="list-style-type: none">• A diplomatic & respectful manner when dealing with colleagues, senior management and third parties; listens carefully and deploys sensitive presentation and influencing skills to establish credibility.• Maintains absolute integrity and confidentiality; is trustworthy, honest, credible and reliable.• Consistently adopts a professional manner.• Ability to work under considerable pressure and adhere to strict timescales.• Attention to detail.