

Portfolio Analyst - Funds Management

Kaizen Recruitment • Melbourne CBD VIC

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Job details

 Date posted
04 Jun 2021

 Expired On
02 Jul 2021

 Category
Banking, Superannuation & Finance

 Occupation
Funds Manager

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

Licenses & certifications

CFA

Skills

CREDIT

CFA

FINANCIAL ANALYSIS

OPERATIONS

PORTFOLIO MANAGEMENT

Full job description

A Portfolio Analyst position at a reputed fund manager allowing you to gain strong exposure across portfolio management and investor services.

Our Client

Our client is a leading funds management business which currently has an exciting opportunity in their portfolio management team. This critical role will see you act as a conduit between investment teams, portfolio reporting and investor services providing portfolio analytics to support the Portfolio Managers with investment decision making process.

Key Responsibilities

The role involves financial modelling and analysis, portfolio evaluation and internal and external reporting activities. The position will actively coordinate work with members of the Investment Team, Risk team, Finance, Capital, Operations and other groups within the broader firm.

The main areas of responsibility for the role include:

Financial Modelling & Analysis

- Building, maintenance and ongoing enhancement of portfolio financial models and performance measurement tools.
- Updating historical results and forecasts in financial models using inputs from Finance Team and other Investment Team members.
- Providing internal and external stakeholders with performance and returns forecasts, liquidity forecasts, credit facility requirements and distribution analysis.

Internal and Investor Reporting

- Preparation of reporting for the various funds reflecting returns, portfolio composition, capital position and investment criteria. These include: Weekly internal dashboard reporting, Monthly investor reporting; and Contributions to quarterly investor reporting.
- Preparation of Fund Performance Meeting materials, which includes an overview of capital under management and updates on each of the portfolios.
- Drafting of fund statistics and reports for board meetings and internal reporting.
- Support analysis and coordination of information for capital raising investor questionnaires and business development initiatives.

Portfolio Evaluation and Administration

- Ongoing fund financial analysis such as fund profitability, performance, portfolio leverage and composition
- Providing instructions to external fund administrator to process capital calls and distribution payments.

Technical Skills & Qualifications

- The ideal candidate will have 3+ years post graduate experience from a fund accounting, funds management, or performance analyst background.
- Advanced analytical and problem-solving skills, including advanced Excel skills is a must.
- Strong financial modelling skills preferred.
- Well-developed communication and stakeholder management skills are critical as it is a high level of business acumen.
- You will be tertiary qualified with a relevant business degree and ideally have commenced post graduate studies such as a CA or CFA.

This is a unique opportunity for a developing funds management professional to join one of the most respected and fastest growing fund managers in Australia.

If you are interested in learning more about this position, please contact Jewel Dcruz at Kaizen Recruitment on 0412 123 706 or apply via the attached link.