

V A C A N C Y

Job Title: Responsible Investment Analyst	Reports to: Head of Responsible Investment
Department: Investment	Location: London / Guildford
SM&CR: <i>Certification Regime: Client Dealing Function</i>	

We are looking for a **Responsible Investment Analyst** to join our Investment team. The successful candidate will be based at either our London or Guildford office with some travel to the other location.

The successful candidate will provide support to the Head of Responsible Investment, working as part of the Investment Team and undertaking responsible investment analysis, as required (see further details overleaf).

If you are interested in applying for this role, please send your CV (together with details of current salary) to Niamh Dempsey, HR Director niamh.dempsey@premiermiton.com

Premier Miton was formed in November 2019 from the merger of Premier Asset Management Group plc and Miton Group plc. Our merger has brought together the capabilities, expertise and knowledge of two highly regarded companies to create a new organisation that is even better placed to deliver the right outcomes for our clients. Premier Miton focuses on two principal areas of investment expertise: outcome-based, multi-asset investment, and single-strategy, active equity investment, for example UK, European, US and global equity funds. The diversity, strength and depth of our product range allows us to offer portfolio solutions for a wide range of client needs.

Our business is centred on managing our clients' money. We aim to meet their needs by offering strong investment products and delivering sustainable long-term outcomes, underpinned by responsive client service and transparent, proactive communication.

Principal Responsibilities / Deliverables

Responsibility	Associated Tasks / Deliverables
General Support	<ul style="list-style-type: none">• Providing general support to the Head of RI• Assisting in the day to day management of various activities including RI analysis, company engagement and voting• Assisting in the production of regular and ad-hoc reports including client, stewardship and sustainability reports
RI Analysis	<ul style="list-style-type: none">• Support the investment staff on the integration on ESG data and research including distributing relevant third party reports and analysis• Undertake regular monitoring on portfolio ESG analysis
Engagement	<ul style="list-style-type: none">• Support the Head of RI on themed engagement projects• Support the fund managers on ESG specific company engagement
Proxy Voting	<ul style="list-style-type: none">• Communicating with the fund managers around important voting decisions including disseminating third party research and coordinating discussion between fund managers
Marketing	<ul style="list-style-type: none">• Maintaining periodic marketing documents which include responsible investing
Reporting	<ul style="list-style-type: none">• Undertaking data collation for the annual stewardship report, quarterly fund activity reports and sustainability report
Other	<ul style="list-style-type: none">• Thematic ESG research on relevant issues
Certified Person	<ul style="list-style-type: none">• Meet the requirements of the annual fitness and propriety assessment, including undertaking all required training, maintaining sufficient technical knowledge, comply with regulatory handbooks which are applicable to their role.• Comply with Premier Miton's Code of Ethical and Professional Conduct.• Report anything that could affect their ongoing suitability to be a certified person to Premier Miton.
Conduct and behaviour	<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.

Education, Experience, Skills and Abilities

	Essential / Desirable
Education / Qualification <ul style="list-style-type: none">• Educated to degree level or equivalent• Expectation successful candidate will undertake IMC or CFA• SM&CR: Certified Person – Client Dealing Function.	E E E
Experience / Knowledge <ul style="list-style-type: none">• Experience of working in the finance industry, preferably in Fund Management• Interest in finance industry and interest in developing a career within Fund Management• Interest in responsible investment	D E E
Skills <ul style="list-style-type: none">• Team player with a positive, results orientated approach;• Communication skills with the ability to communicate effective – both written and verbally at all levels, including drafting ability.• Strong Interpersonal skills;• Ability to prioritise workload and adhere to deadlines;• Demonstrable Problem Solving skills.• Ability to demonstrate tact and diplomacy when coping with difficult situations;• Good administrative and personal organisational skills;• Good numeracy skills.• Excellent IT skills / ability to use Microsoft Office and Excel.• Excellent knowledge of Bloomberg	E E E E E E E E E
Characteristics <ul style="list-style-type: none">• Ability to work under considerable pressure and adhere to strict timescales.• Attention to Detail	E E

Other Information

- On the job training will be provided supplemented by external courses and the post holder will be expected to study and pass relevant qualifications.
 - Some travel may be required to attend relevant meetings, generally in the UK.
 - Given the nature of the role, some flexibility in relation to working hours is required in order to fulfil the needs of the Investment Team.
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