

## Data Analyst

We are looking for a Data Analyst to join our Risk and Information Services team based either at our London or Guildford office, with some travel to attend relevant meetings, generally in the UK. The role involves hybrid working at least two days office based.

The successful candidate will assist in the production, co-ordination and dissemination of internal and external data in relation to Premier Miton's range of funds, private client model portfolios and investment trusts.

If you are interested in the role, please send your CV (together with details of current salary) to:

Emma Burgess, HR Associate  
HR@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

**Principal Responsibilities / Deliverables**

<b>Responsibility</b>	<b>Associated Tasks / Deliverables</b>
<b>Data Management</b>	<ul style="list-style-type: none"> <li>• Run regular data reports on the Premier Miton funds.</li> <li>• Assist in replying to internally and externally generated data/fund statistic queries and operational requests for information</li> <li>• Assist with sourcing and providing data to networks and platforms</li> <li>• Assist with timely dissemination of static data, literature updates and corporate action notifications to external stakeholders as required</li> <li>• Assist in checking that Premier Miton fund and company data held externally by data suppliers or data platforms (e.g. Bloomberg, FE, Lipper, Morningstar, FundsLibrary, IA, etc) is accurate through regular monitoring</li> <li>• Produce regular and ad-hoc performance statistics on the funds, private client portfolios and investment trusts using internal data sources and external systems as appropriate</li> <li>• Assist with the production and dissemination of regulatory data templates (EMT/EPT/DCPT)</li> </ul>
<b>Sales Support</b>	<ul style="list-style-type: none"> <li>• Assist with support to National &amp; Regional Sales managers in dealing with client requests, including provision of statistics, performance and static data</li> </ul>
<b>Performance Reporting</b>	<ul style="list-style-type: none"> <li>• Assist with the production and dissemination of monthly &amp; quarterly detailed contribution and attribution performance reports when requested</li> </ul>
<b>Regulatory / Industry knowledge</b>	<ul style="list-style-type: none"> <li>• Be prepared to learn and subsequently keep up to date on relevant regulatory and industry changes, helping ensure that data management processes remain fit for purpose and in line with market best practice</li> </ul>
<b>Individual Conduct</b>	<ul style="list-style-type: none"> <li>• Act with integrity.</li> <li>• Act with due care, skill and diligence.</li> <li>• Be open and co-operative with senior management and if required the FCA.</li> <li>• Pay due regard to the interests of customers and treat them fairly.</li> <li>• Observe proper standards of market conduct.</li> </ul>

**Education, Experience, Skills and Abilities**

	<b>Essential / Desirable</b>
<b>Education / Qualification</b> <ul style="list-style-type: none"> <li>Degree educated preferably in a STEM subject</li> </ul>	D
<b>Experience / Knowledge</b> <ul style="list-style-type: none"> <li>This role would suit a new graduate keen to start a career in data analysis</li> </ul>	D
<b>Skills</b> <ul style="list-style-type: none"> <li>Strong knowledge of Microsoft Office products (particularly Excel)</li> <li>Strong mathematical, analytical and numeracy skills</li> <li>Ability to communicate clearly and effectively - both written and verbally</li> <li>Strong interpersonal and influencing skills</li> <li>Ability to plan own workload effectively as well as strong organisational and planning skills</li> <li>Detail oriented with a structured approach to tasks</li> </ul>	E E D D E E
<b>Characteristics</b> <ul style="list-style-type: none"> <li>Ability to work under pressure and adhere to strict timescales</li> <li>Ability to work in a team but with a high level of work autonomy</li> <li>Enquiring mind with the ability to recognise and challenge unusual data points</li> </ul>	E E E

**Other Information**

**Some travel required to attend relevant meetings, generally in the UK**

**The post holder needs to be flexible in terms of current business needs as determined from time to time and as reviewed regularly.**