

Performance & Information Services Manager

We are looking for a Performance and Information Services Manager 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 manage the production and accuracy of the fund performance contribution and attribution reports. They will work alongside the Information Services Manager in the management, production and co-ordination of all internal and external data requirements in relation to the funds, private client model portfolios and investment trusts. The successful candidate should have the potential to take over management of the data and performance analysts in the team.

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

Responsibility	Associated Tasks / Deliverables
Performance Management	<ul style="list-style-type: none"> • Preparation of fund performance contribution and attribution reports • Oversee accuracy of performance reports and provide analysis on significant p&l • Development of new and ad-hoc reports and supporting processes • Oversee production of regular weekly, monthly, quarterly and ad-hoc performance statistics for funds, private client portfolios and investment trusts using internal data and external systems as appropriate
Information Services Management	<ul style="list-style-type: none"> • To act as a central source for internally and externally generated data/fund statistic queries and operational requests for information • Manage relationships with and provide data to key platforms, data suppliers, networks, nationals and other external stakeholders at an operational level • Ensure timely dissemination of static data, literature update and corporate action notifications to agreed external stakeholders as required. • Co-ordinate, monitor and report on agreed SLAs with external stakeholders, including platforms, data suppliers, networks, trade associations and other strategic partners as agreed from time to time • Ensure all fund, product and company data and information held externally by data suppliers, networks and platforms (e.g. Bloomberg, FE, Refinitiv, Morningstar, FundsLibrary, Cofunds, IA) is accurate through regular monitoring and reporting. • Assist in the maintenance of and extract data (via reports and SQL query) from the central internal database of key fund and product information • Assist in the completion of RFPs in conjunction with other departments, including Risk, Business Development & Marketing • Keep reporting and data presentation under review for potential changes due to product, regulatory, industry or best practice changes.
Individual Conduct	<ul style="list-style-type: none"> • Act with integrity. • Act with due care, skill and diligence. • Be open and co-operative with senior management and 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"> • Relevant Qualification (or experience accepted in lieu of qualification) 	E
Experience / Knowledge	
<ul style="list-style-type: none"> • Proven investment data management and performance reporting experience • Knowledge of investment/performance reporting software (e.g. Bloomberg; FE) • SQL programming abilities (training may be provided) • Understanding of the principles of treating customers fairly and an ability to ensure these principles are embedded in team 	E D D D E
Skills	
<ul style="list-style-type: none"> • Ability to communicate clearly and effectively - both internally and externally; • Strong interpersonal and influencing • Ability to plan own workload effectively as well as strong organisational and planning skills; • Strong understanding of regulatory environment; • Strong PC skills, particularly Excel, SQL; • Strong Numeracy Skills; 	E E E E E E
Characteristics	
<ul style="list-style-type: none"> • Ability to work under considerable pressure and adhere to strict timescales. 	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.