

## Investment RFP Writer

Full-time 6-month Fixed Term Contract

We are looking for an Investment RFP Writer to join our Marketing team for a 6-month fixed term contract based at our London office to cover Paternity Leave. The role involves some hybrid working but at least four days office based.

The successful candidate will work in the RFP team, assisting in the production and update of Request for Proposal (RFP) documents (fund questionnaires), due diligence questionnaires and external RFP databases for Premier Miton's range of funds, trusts and portfolios. This includes the company's own documents as well as those received from external companies for completion.

Premier Miton Investors is a UK based asset management firm with £11.1 billion of assets under management (as at 31.12.2022) in a broad range of investment products.

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 actively and responsibly managing our clients' investments to help them secure a better financial future. We aim to meet their needs by offering strong performing investment products and delivering good long-term outcomes, underpinned by responsive client service and transparent, proactive communication.

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
<b>RFP updates</b>	<ul style="list-style-type: none"> <li>• Ensure timely and accurate completion of RFP, due diligence and other related requests submitted to the RFP team from external companies</li> <li>• Ensure timely update of external RFP and DD databases as required (e.g. eVestment, Asset Q)</li> <li>• Manage process of completion of such requests through liaising with other business units (e.g. investment, compliance, operations, responsible investing, legal, operations and information services teams) for required SME input to ensure delivery of completed RFPs to agreed deadlines</li> <li>• Produce regular reporting on progress and status</li> <li>• Ensure compliance with Premier Miton's RFP production procedures</li> <li>• Compliance with Financial Conduct Authority rules and the principles of treating customers fairly when producing and updating RFP documents</li> <li>• Update of internal RFP database (RocketDocs)</li> <li>• Regular review of Premier Miton's own generic RFP documents across the fund range</li> <li>• Provide ongoing support to RFP team and other teams as required</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 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> <li>• Act to deliver good outcomes for retail clients</li> </ul>

**Education, Experience, Skills and Abilities**

	Essential / Desirable
<b>Education / Qualification</b> <ul style="list-style-type: none"> <li>• Degree level (or experience accepted in lieu of qualification)</li> </ul>	D
<b>Experience / Knowledge</b> <ul style="list-style-type: none"> <li>• Understanding of the relevant FCA compliance rules and the principles of treating customers fairly and an ability to ensure these rules and principles are embedded in day to day work</li> <li>• Experience of working in a similar role</li> <li>• Knowledge and/or interest in investments</li> </ul>	D E E
<b>Skills</b> <ul style="list-style-type: none"> <li>• Good communication &amp; interpersonal skills</li> <li>• High level of accuracy and attention to detail</li> <li>• Strong organisational skills and organised approach to work</li> <li>• Strong understanding of regulatory environment;</li> <li>• Able to use own initiative and prioritise workloads and timescales</li> </ul>	E E E 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> </ul>	E E

**Other Information**

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