

Data Analyst

We are looking for a Data Analyst to join our Responsible Investing team, within the Investment Department, based at our London or Guildford office. The role involves some hybrid working with at least 2 days office based.

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

Premier Miton Investors is a UK based asset management firm with £11 billion of assets under management (as at 31 March 2023) 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
Data Management	<ul style="list-style-type: none"> • Run regular ESG data reports on the Premier Miton funds. • Assist in replying to internally and externally generated data/fund metrics queries and operational requests for information • Assist with sourcing and providing data internally and externally • Assist with timely dissemination of static data and literature updates • 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 • Produce regular and ad-hoc ESG metrics on the funds, private client portfolios and investment trusts using internal data sources, activity data and external systems as appropriate • Assist with the production and dissemination of regulatory data templates (such as TCFD, SDR etc) and supporting data for regulatory reports such as the stewardship report
Distribution Support	<ul style="list-style-type: none"> • Assist with support to marketing and sales teams in dealing with client requests, including provision of ESG fund metrics and ESG activity data
Fund Manager Support	<ul style="list-style-type: none"> • Assist fund managers and analysts with ESG data relating to their investment portfolios
Regulatory / Industry knowledge	<ul style="list-style-type: none"> • 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
SM&CR 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 if required the FCA. • Pay due regard to the interests of customers and treat them fairly. • Observe proper standards of market conduct. • Act to deliver good outcomes for retail clients

Education, Experience, Skills and Abilities

	Essential / Desirable
Education / Qualification <ul style="list-style-type: none"> • Degree educated preferably with a numerical element 	D
Experience / Knowledge <ul style="list-style-type: none"> • This role would suit someone with 2 to 3 years experience working in data analysis, although it would also be suitable for a new graduate keen to start a career in data analysis • Experience in ESG is not necessary although an interest in the area is required 	D E
Skills <ul style="list-style-type: none"> • Strong knowledge of Microsoft Office products (particularly Excel) • Strong mathematical, analytical and numeracy skills • Ability to communicate clearly and effectively – both written and verbally • Strong interpersonal and influencing skills • Ability to plan own workload effectively as well as strong organisational and planning skills • Knowledge of Bloomberg and Sustainalytics would be an advantage • Detail oriented with a structured approach to tasks 	E E D D E E D
Characteristics <ul style="list-style-type: none"> • Ability to work under pressure and adhere to strict timescales • Ability to work in a team but with a high level of work autonomy • Enquiring mind with the ability to recognise and challenge unusual data points 	E E E

Other Information

Some travel may be required to attend relevant meetings 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.