

## Junior Data Analyst

We are looking for a Junior Data Analyst to join our Risk and Information Services team, based either at our London or Guildford office.

The successful candidate will assist in the production of internal and external data requirements in relation to PMI's range of funds, model portfolios, mandates and investment trusts, Producing and checking performance, contribution and attribution, along with holdings and static data that are used throughout the business on a monthly basis as well as responding to any ad-hoc queries.

If you are interested in the role, please send your CV together with details of your Right to Work in the UK to:

[Recruitment@premierfunds.co.uk](mailto:Recruitment@premierfunds.co.uk)



### Premier Miton's purpose and values

To actively and responsibly manage our clients' investments for a better financial future

Dedicated

Passionate

Responsible

Independent

Collegiate

# Job Description

## Key responsibilities

Responsibility	Associated Tasks / Deliverables
Information Services Tasks	<ul style="list-style-type: none"><li>• Assist in gathering performance and holdings data for use in the monthly reports. Responsible for comprehensive checking before data is released to the Marketing department for creation and publication.</li><li>• Assist with the production of detailed performance contribution and attribution reports, including Sector, Country, Market Capitalisation and also individual stock effects.</li><li>• Produce and check regular weekly, monthly, quarterly and ad-hoc performance statistics for funds, model portfolios, mandates and investment trusts using internal data and external systems as appropriate.</li><li>• Generate specific ad-hoc performance and analytical reports as requested by various stakeholder throughout the business using the internal fund database and other external sources including FE and Bloomberg.</li><li>• Assist in the completion of RFPs in conjunction with other departments, including Business Development &amp; Marketing.</li><li>• Production and dissemination of regulatory data templates (EMT/EPT/DCPT), and the KID/KIID publications.</li><li>• Part of the team responsible for keeping the internal fund database up to date and accurate.</li><li>• Create SQL/Power BI queries to extract data from the database in a timely manner.</li><li>• Involved in producing reports and statistics on underlying holders of the funds.</li></ul>
Individual Conduct	<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 to retail customers.</li></ul>
Other	<ul style="list-style-type: none"><li>• Any other responsibilities as required from time to time.</li></ul>

## Education, experience, skills & abilities

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Education / Professional Qualification	<ul style="list-style-type: none"><li>• Educated to degree level or equivalent.</li><li>• Professional qualification, as appropriate.</li></ul>
Experience / Knowledge	<ul style="list-style-type: none"><li>• Experience of working proactively as part of a team.</li><li>• Knowledge of financial markets and asset management preferable.</li></ul>
Competencies / Skills	<ul style="list-style-type: none"><li>• Good IT skills / ability to use Microsoft Office and Excel.</li><li>• Team player with a positive, results orientated approach.</li><li>• Communication skills with the ability to communicate effectively - both written and verbally at all levels.</li><li>• Strong interpersonal skills.</li><li>• Ability to prioritise workload and adhere to deadlines.</li><li>• Good problem-solving skills.</li><li>• Ability to demonstrate tact and diplomacy when coping with difficult situations.</li><li>• Good administrative and personal organisational skills.</li><li>• Good numeracy skills.</li></ul>
Characteristics	<ul style="list-style-type: none"><li>• A diplomatic &amp; respectful manner when dealing with colleagues, senior management and third parties; listens carefully and deploys sensitive presentation and influencing skills to establish credibility.</li><li>• Maintains absolute integrity and confidentiality; is trustworthy, honest, credible and reliable.</li><li>• Consistently adopts a professional manner.</li><li>• Ability to work under considerable pressure and adhere to strict timescales.</li><li>• Attention to Detail</li></ul>