

## Company Overview

Premier Miton is a genuinely active investment manager offering a range of funds and investment trusts, as well as a portfolio management service, covering equity, fixed income, multi asset and absolute return investment strategies. We have approximately 160 employees split across our London and Guildford offices, with hot desks available our colleagues spend time in both offices which gives great exposure to all parts and levels of the business.

Our culture defines how we aim to work in an ethical and constructive way to meet our objective of acting responsibly and doing a good job for our clients and other stakeholders. All our employees sign up to a code of ethical and professional conduct which means they are expected to conduct themselves with integrity and honesty in an open and transparent manner and support our core values.

## Responsible Investing Analyst

We are looking for a passionate and motivated Responsible Investing Analyst to join our Investment team, based in our London office. The individual will provide support to the Head of Responsible Investing, working as part of the Investment Team and undertaking responsible investment analysis and related activities, as required.

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

[recruitment@premiermiton.com](mailto:recruitment@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

# Job Description

## Key responsibilities

| Responsibility     | Associated Tasks / Deliverables   |
|--------------------|---|
| General Support    | <ul style="list-style-type: none"> <li>• Provide general support to the Head of RI</li> <li>• Assist in the day-to-day management of various activities including RI analysis, company engagement and voting.</li> </ul>  |
| RI integration     | <ul style="list-style-type: none"> <li>• Support the fund managers on the integration of environmental, social and governance (ESG) factors into their investment decisions and support on related stewardship matters.</li> <li>• Undertake regular analysis and monitoring of fund and firm level ESG metrics.</li> <li>• Organise and liaise with third party ESG data providers.</li> </ul> |
| Engagement         | <ul style="list-style-type: none"> <li>• Work with the Head of RI on themed and collaborative engagement projects.</li> <li>• Support the fund managers on ESG specific company engagement.</li> </ul>  |
| Proxy Voting       | <ul style="list-style-type: none"> <li>• Support fund managers with voting decisions.</li> <li>• Communicate with the fund managers around important voting opportunities including disseminating third party research and coordinating discussion.</li> </ul>  |
| Marketing          | <ul style="list-style-type: none"> <li>• Participate in external meetings on the approach to RI as required.</li> <li>• Maintaining periodic marketing documents which include RI related content.</li> </ul>   |
| Reporting          | <ul style="list-style-type: none"> <li>• Assist in the production of, and data analysis, for regular and ad-hoc reports including the annual stewardship report, climate related reports and fund level sustainability reports.</li> </ul>  |
| Other              | <ul style="list-style-type: none"> <li>• Support RI related RFPs</li> <li>• Act as Secretary to the RI Oversight Committee and the RI Forum</li> <li>• Thought leadership</li> <li>• Any other responsibilities as required from time to time</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>                 |

## Education, experience, skills & abilities

|  |   |
|--|---|
| Education / Professional Qualification | <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent, and an appropriate qualification (ACA, ACCA, CFA, CAIA, ACMA)</li> </ul> |
|--|---|

|                        |   |
|------------------------|---|
| Experience / Knowledge | <ul style="list-style-type: none"> <li>• Experience working in an investment management or other financial organisation</li> <li>• Knowledge and interest in sustainability</li> </ul>  |
| Competencies / Skills  | <ul style="list-style-type: none"> <li>• Ability to form an independent view</li> <li>• Very strong mathematical, analytical, numeracy skills and excel skills</li> <li>• Ability to communicate clearly and effectively – both written and verbally</li> <li>• Strong presentation skills</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> <li>• Understanding of regulatory environment</li> </ul> |
| Characteristics        | <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 challenge</li> </ul>  |