Downloaded from <https://www.velvetjobs.com/job-descriptions/chief-investment-office>

# Example of Chief Investment Office Job Description

Our innovative and growing company is hiring for a chief investment office. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for chief investment office

* Manage a team of Senior Investment Officers/Investment Officers (SIOs/IOs) and Investment Research Analysts (IAs) with respect to all operational tasks related to the prudent and efficient management of the SRP and RSBIA’s investment portfolios
* Manage and coordinate the execution of investment and portfolio management decisions, including those related to liquidity management, rebalancing, funding capital calls from limited partnership investments, fee payments, and stress testing of key liquidity and operational parameters
* Manage the on-going development and production of key compliance and operations risk management reports for INV and the IC
* Liaise with the custodial bank(s), peer institutions, consultants, external investment managers, external auditors, and other internal stakeholders
* Manage and handle all issues concerning the IMF’s legal and tax immunities
* Manage the production of annual SRP performance report to the PC
* Design, monitor, and/or enhance operational processes and controls in respect of performing manager/strategy research and due diligence, industry research, portfolio design, and operations risk management
* Monitor portfolio compliance with respect to the Strategic Asset Allocation (SAA) and rebalancing ranges
* Ensure proper controls and processes for validating and approving fee invoices for investment managers, master custodian, consultants
* Provide daily oversight and operational control over all futures overlay accounts

## Qualifications for chief investment office

* Must have an understanding of the wealth banking space and familiarity with finance content and general client communications needs
* Must be detail-orientated and able to multi-task according to a varied, fast-paced and deadline-driven daily workflow
* Strong cross-platform digital skills essential
* Experience in social media management advantageous
* Journalism or other writing/editing experience, preferably in the areas of finance and/or investment
* 1-2 years relevant post graduate professional experience with either a recognized audit firm and/or as a product controller