



Example of Analyst, Portfolio Job Description

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Our growing company is looking to fill the role of analyst, portfolio. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for analyst, portfolio

- Monitoring of manager portfolios and funds to understand the strategies and risks that are being taken
- Rebalancing of fund allocations as appropriate
- Review tax postings made across all finance-controlled entities
- Prepare and review IFRS statutory accounts for relevant entities
- Review the management accounting P&L pack
- Review tax postings on a monthly basis
- Critical source in supporting the day-to-day portfolio management and trade processing of various model portfolios, both externally and internally delivered, through exceptional client service, leadership and execution
- Assist with on-boarding of internal/external model providers
- Interact with internal/external model providers to ensure accurate and timely model portfolio change processing
- Working with internal/external model providers to ensure smooth communications and timely and accurate exchange of information

Qualifications for analyst, portfolio

- University degree in finance, project management, business, or equivalent educational or professional experience and/or qualifications
- Ability to influence, negotiate and be diplomatic
- Understanding of project management principles and frameworks would be an asset

- Basic knowledge of business processes and procedures, broader organizational issues and technology
- Understanding of basic financial accounting practices to maintain Actual vs