



Example of Analyst, Portfolio Job Description

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Our innovative and growing company is looking for an analyst, portfolio. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for analyst, portfolio

- Process and confirm details of all trading activity in fixed income portfolios
- Oversee the flow of information through the order management system and ensure efficient integration with trade execution platforms
- Develop expertise of developments in the fixed income portfolio management and trading arenas, in particular the increased usage of electronic trading platforms and tools
- Track cash balances and investment pipeline to ensure sufficient liquidity to meet business objectives
- Reconcile investment portfolio cash balances and asset positions in order to ensure that information in the data capture system is correct
- Review and reconcile securities set up in the data capture system against terms expressed in a transaction document
- Develop and maintain relationships with counterparty front and back office teams
- Monitor portfolio holdings to ensure compliance with internal, client, and regulatory investment guidelines and limits
- Adhoc reports and tasks as requested
- Generates superior investment performance in Russell's funds and separate accounts

Qualifications for analyst, portfolio

- Analytical Skills, ability to troubleshoot issues quickly and provide timely

- Proficient in use of MS Office products, key analytical tools – Morningstar, Zephyr, PSN
- Continuous awareness of economic and market environments
- Deep understanding of portfolio management concepts and investment management responsibilities
- Securities industry licenses 7 and 63/65 (or series 66) or ability to obtain within a defined period of time after start date