



# Example of Portfolio Analyst Job Description

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Our company is searching for experienced candidates for the position of portfolio analyst. 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 portfolio analyst

- Building solutions to drive forward change to improve reporting efficiency through simplification and automation of both processes and toolsets
- Working with Reporting Lead to deliver real time reporting solutions (for example Resource Management)
- Managing with ad hoc data requests
- Engage senior stakeholders in order to facilitate delivery of reporting strategy
- Accountable for the creation and delivery of regular reporting communications and analysis to senior stakeholders within Change Delivery
- Resolve client inquiries
- Performing inflight audits on projects
- Will be point of contact to external TS PMO groups (TDCT PMO, USTS PMO, Digital Channel PMO, ) to improve process interactions (intake, planning, change control, etc...)
- Active reconciliation of portfolio holdings and activities between various in-house systems and custodial or external records
- Perform daily compliance analysis leveraging Charles River and various data management programs on a batch basis

## Qualifications for portfolio analyst

- Customer service experience in an investment environment would be an asset

- Ability to develop and maintain professional relationships with both internal and external parties
- Detail oriented with a high level of commitment to quality or work
- Undergraduate degree with preferred concentration in Accounting, Business, Economics, Finance, Math and/or International Studies
- 4+ years of securities or financial markets experience with in-depth knowledge of exchange-traded fund, mutual fund, separately managed account, and alternative investment strategies, related advisory programs supported by the Managed Portfolio Strategies team