

Job Title | **Portfolio Analyst**

JOB PROFILE | PORTFOLIO ANALYST

BUSINESS AREA: **Portfolio Management**

LOCATION: **London, SW1**

Role Overview

The job holder will assist the Portfolio Manager in analysing and reporting on the performance of Portfolios across Europe (both secured and unsecured) to provide insight into portfolio performance and offer logical decision making. There will be a particular focus on monitoring and reviewing credit secured by a real estate assets.

Financial Remuneration

- Basic salary
- 22 days holiday
- Participation in Discretionary Performance Related Bonus (Annually)
- Benefits to include private health insurance, pension and life insurance

Job Content

1. The job holder will assist the Portfolio Manager with specific projects and tasks in the following areas:

- System reports – analysis and review of system data for reporting of portfolio performance.
- Managing secured loans and real estate assets to achieve the business plan set by the investment team
- Developing and maintaining a monitoring system for credits in secured portfolios
- Maintaining relationships with internal and external businesses performing asset workout
- Monitoring servicing strategies for portfolios and tracking performance
- Gathering Portfolio Performance Information from agencies
- Create and update investment performance tools
- Review and discuss broader portfolio performance information to provide monthly updates
- Performing periodic reviews with each servicer and updating expected performance curves
- Tracking costs and servicing fees linked to each individual portfolio
- Other operational analytical tasks / projects as directed

2. The job holder will assist the business in the following areas:

- Data analysis and investment review of all portfolios
- Update cash flow models for acquired portfolios
- Analysis of portfolio performance
- Assist in portfolio and transaction structure reporting to third parties

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Experience and skills

Experience

- The Job Holder must be capable of carrying out the tasks detailed in the Job Content
- 5+ years' experience in the financial sector, managing real estate assets
- University graduate preferably with a specialization in finance, mathematical or statistical analysis
- Other relevant professional/financial qualifications may also be of benefit

Skills

The skills listed below are considered the minimum requirement for the role.

- Understanding of managing secured loans and real estate assets in both performing and distressed status
- Experience of working in a related business (Primary or Special Servicer, Asset Manager, Fund or Bank)
- Good understanding of the process behind an investment decision in distressed loans and RE assets
- Microsoft Office, particularly Excel, to an advanced level and also other analytical and database software
- The ability to work with large datasets and strong analytical skills
- Numeracy with strong mathematical ability to assimilate and analyse data are essential
- Strong interpersonal skills to facilitate accurate and professional communication at all levels
- Robust communication skills – articulate, confident and self-assured
- Ability to work as part of a team
- Fluent written & spoken English to a high standard
- A second European language necessary (A subset of Spanish, Portuguese, Italian, French or German preferred)