



Job Title | Assistant Portfolio Manager

JOB PROFILE | Assistant Portfolio Manager

BUSINESS AREA: Fund Operations

LOCATION: London, SW1

Role Overview

The Link Financial Group is one of Europe's largest investors in performing and non-performing distressed consumer and commercial finance receivables.

LCM Partners is the Group's investment management arm, also housing the Group's centralised investment and risk team, and is headquartered in London.

The Group also maintains proprietary servicing operations (Link Financial) which span the UK, Spain, Italy, Germany & Ireland, providing a strong footprint across Europe to both assist LCM in the origination, evaluation and servicing of portfolio opportunities. Its clients comprise the largest European banks and specialist consumer finance issuers. Established in 1998, the Group now employs c. 700 people.

The Job Holder will work closely with the Portfolio Manager to ensure effective portfolio management and efficient servicing of the investments.

The role will be based in London but may require travel to the Group's overseas offices.

Financial Remuneration

- Competitive salary
- 25 days holiday
- Participation in Discretionary Performance Related Bonus (annually)
- Benefits to include private health insurance, pension and life insurance

Job Content

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.
- Gathering Portfolio Performance Information from servicers on secured and unsecured consumer and SME portfolios.
- Completing servicer due diligence and writing detailed servicer reports.
- Reviewing, analysing and discussing portfolio performance.
- Tracking costs and servicing fees linked to each individual portfolio.
- Organising, attending and taking minutes at Performance Review Meetings and ensuring that all actions are communicated appropriately and monitored.
- Monitoring the different servicing strategies followed in each portfolio
- Reviewing processes with servicers, agreeing and monitoring KPIs in particular when a remediation plan is needed for an inadequately performing portfolio.
- Other operational analytical tasks and project work as directed.



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

- Data analysis for investment review of portfolios.
- Update cash flow models for acquired portfolios.
- Analysis and support material for business development initiatives.
- Analysis of portfolio performance.
- Assist in portfolio and transaction structure reporting to third parties.

Work Experience and Qualifications

- Minimum five years of experience in business analysis – private equity, venture capital, investment banking or investment management preferred.
- Experience of detailed analysis and decision making.
- Research and portfolio experience, including manager due diligence.
- University graduate, preferably with a specialisation in business, economics, finance, accounting, investment analysis, financial management or statistical analysis.

Skills

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

- A self-starter able to build relationships with our pan European servicers.
- Analytically fluent.
- Ability to work closely with investees' teams and develop relationships to enable successful monitoring of investments made.
- Ability to work closely as part of a team with exceptional influencing and interpersonal skills.
- Structured thinker able to deal with complexity and uncertainty.
- Fluent written & spoken English to a high standard.
- Strong interpersonal skills to facilitate accurate and professional communication at all levels.
- Strong communication skills – articulate, confident and self-assured, in order to deal effectively and appropriately with all individuals internally and externally.
- Numeracy with strong mathematical ability to assimilate and analyse data are essential.
- Microsoft Office particularly excel to an advanced level.
- A second European language would be an added advantage (German, French, Polish, Portuguese, Italian or Spanish).