

Job Description

JOB TITLE	Portfolio Manager
LEVEL/BAND	MS34
DEPARTMENT	Investment Management
DIRECT REPORT (JOB TITLE)	Head of Investment Management

Overall Purpose of the Position

The incumbent shall be responsible for managing, monitoring and maintaining the Bank's discretionary portfolios, including the APS Funds SICAV range of funds as per investment management agreements.

He/She will develop and research new investment ideas, perform continuing due diligence on existing investments and be an active member of the fund management team. This person will be involved on a daily basis in discussing specific investment opportunities, portfolio construction, risk management, overall asset allocation and identifying business opportunities.

Operational Responsibilities

- To contribute and oversee the portfolio management of the discretionary mandates managed by the Bank, including the management of funds whereby the Bank is acting as the Investment Manager or Investment Advisor.
- To research the assigned investable universe and propose investment ideas with compelling risk reward profiles.
- To manage the stakeholder relationships for the discretionary mandates and focus on the active marketing of the same mandates as directed by the Head (Investment Management).
- To ensure that internal policies and risk and control procedures are adhered to at all times and that corrective action is devised to address processes and control deficiencies. Any shortcomings are to be reported to Head (Investment Management).
- To participate in the management and organisation of the investment research function of the Investment Management Division.
- To keep Investment Officers and Senior Officers updated on the Bank's product range and suggest or recommend changes/alternations of products and strategies.
- Be proactive in looking for opportunities to grow assets under management.

General Responsibilities

- To assist in the preparation of the Unit's business plan and work actively at growing the business.
- To deliver the necessary training to staff members and prepare all the relevant training material.
- To appraise the performance of his/her team and ensure that the assessments are carried out on time.
- To submit any reports and/or manage any projects and activities as may be instructed from time to time.

Qualifications, Skills & Competencies

- **Mandatory**

- | | |
|----------------------|---|
| Skill | <ul style="list-style-type: none"> • Ability to think analytically and perform strongly under pressure • Ability to present to internal and external clients in a clear and eloquent manner • Being customer and business driven with a focus on growing the bottom line • Excellent interpersonal skills • Microsoft Office and Bloomberg Terminal. |
| Experience | <ul style="list-style-type: none"> • At least five years of proven track record in Portfolio Management and trade recommendation |
| Qualification | <ul style="list-style-type: none"> • First degree in a numerical or business-related subject |

- **Desirable**

- | | |
|-------------------|--|
| Skill | <ul style="list-style-type: none"> • Ability to challenge the status and point out to areas that need improvement |
| Experience | <ul style="list-style-type: none"> • Experience in leading a team and guiding subordinates |

- Qualification**
- Master's degree in Finance, Maths or Business or holds the CFA designation or actively pursuing to obtain one or other suitable post-graduation qualification

Structure

