JOB DESCRIPTION

Job Title:	Trainee Portfolio Manager
Team/Department:	Central Investment team
Trainee Qualification	Investment Advice Diploma
Reporting to:	Head of Central Investment
Risk Reporting:	N/A
Remuneration:	Salaried and Discretionary Bonus
Position:	12 month fixed term contract
Core Office Hours:	9:00am – 5:00pm
Location:	14 Cornhill
Effective Date:	March-April 2021

About LGT Vestra

Making a positive contribution to the world and a career in finance were once seen as incompatible. This is no longer the case.

Entrepreneurial
When we founded in 2008, in the midst of the global financial crisis, many financial institutions had become increasingly disconnected from their clients. Our aim was to offer a fresh approach to wealth management. The plan was simple: place our clients at the heart of our business, providing them with a service designed around what is right for each of them.

Our partnership with LGT, wholly owned by the Princely Family of Liechtenstein, means that we are one of the few global wealth management firms in private ownership. This enables us to build lasting relationships with our clients, making decisions for the long term.

Belonging
It is essential our people feel part of the team in whatever role they hold and a sense of belonging to the Firm itself. Our staff wellbeing and diversity committees, Enrich & #included, strive to enhance this inclusive culture, looking at how we can enrich employees' lives not only at work, but in our wider lives. Our culture of belonging reassures our clients that they are in safe hands, with a business that cares about them and where all our staff are treated with respect, integrity and personal accountability.

Values worth sharing
As part of our commitment to society at large, we support a range of sustainable initiatives focused on the environment and society, art, culture and sport.

- We champion innovative and pioneering projects such as Formula E, the motorsport series for electric cars.
- We support Centrepoint, the youth homelessness charity, and The Fore, which works with small charities and social enterprises.
- We have recently introduced the LGT Vestra Forest, planting a tree for every client who has already and will elect for paperless reporting; we are currently supporting reforestation projects in Kenya, Madagascar, Thailand and India.

- We ensure our investment universe complements our values, excluding investments in controversial weapons and thermal coal, and our Sustainable Portfolio Service invests in alignment with the United Nations Sustainable Development Goals.

Join Us
We want to continue building on our sense of belonging that truly inclusive groups of people can bring. If you want to start your career in a Firm where you can make a genuine, positive impact to the future of wealth management, we welcome you to join us.

Through a shared set of values, we make sure that LGT Vestra fits into the world in a way that is positive." - Ben Snee, CEO LGT Vestra

You will join as part of the Investment20/20 programme. This will introduce you to investment management sector and you will gain industry knowledge, experience and develop relationships enabling you to progress your career. As part of the Investment20/20 programme, you will have opportunities to meet and network with over 170 trainees across the industry and participate in socials and insight events.

Salary & Benefits

Our Trainee programme is a 12 month fixed term contract paying £28,000. You will receive 25 days annual leave. You will also be entitled to a 15% flexible benefits allowance on top of your salary. Our role is based in the city of London and can recieve up to £300 homeworking allowance (claimed via expenses) to create a homeworking set up (for example as desk, a large computer screen, keyboard and mouse).

**Due to the current Covid-19 social distancing restrictions in England, this individual will start their role working remotely until our people are able to return to work in the office safely.*

Business Unit

Our business is responsible for managing discretionary client portfolios on a bespoke basis. We are involved in a broad range of activities including portfolio management, investment analysis and relationship management. Each team prides itself on the quality of service it provides the High Net Worth community ensuring that they have adopted a robust investment process to best manage the investment interests of their clients. We have developed long standing relationships with our clients and are seen by many as trusted advisors to them and their families.

The Central Investment Team provides a bespoke discretionary service in line with LGT Vestra's house views for Investment Managers and Wealth Managers. The team is responsible for managing portfolios on a day-to-day basis and assisting in the acquisition of new business. The team is fully integrated into the central research process and contribute to the various committees.

Brief Role Objective:

This entry level role is an outstanding starting point for a career in Portfolio Mananagement. This is an opportunity to learn about finaicial markets, different asset classes, investment products and how to construct diversified portfolios for private clients.

You will assist the Portfolio Managers in the Central Investment Team in managing client portfolios, producing pitch books/client reviews, updating central databases and constructing example portfolios. Following succesful completion of the required regulatory exams, generally assist in the trading and management of client portfolios. Provide ad-hoc portfolio reporting and performance analysis. Attending fund manager and external research provider meetings to improve general market knowledge.

Key Responsibilities:

Full training will be given

- Assist the Portfolio Managers in constructing and maintaining client portfolios. Ensuring that client portfolios are in-line with the Central Model Portfolios and each client's objectives.
- Assist the Portfolio Managers in monitoring client portfolios on External Asset Manager platforms.
- Supporting the Portfolio Managers in identifying potential changes to client portfolios driven by variance of client portfolios to model portfolios.
- Attend meetings/presentations by third-party external asset managers.
- Ensure that all personal dealings with Investment Managers are conducted professionally and their requests are dealt with in a timely and effective manner.
- Correspondence and reporting is clear and not misleading, technically accurate and tailored to the client's level of knowledge and understanding.
- Keep comprehensive client records and ensure that these are accurate and up to date.
- Produce & distribute all client reporting ensuring that reports/packs/contract notes are reviewed for accuracy and dispatched in a timely manner.
- Assist in preparing pitch presentations and other materials used in client meetings.

Principal Contacts e.g External Companies:

- Investment Managers & Wealth Managers
- Central Research Team
- Fund management companies
- Private clients

Key skills, competencies and attributes:

If you are an enthusiastic individual with a real desire to embark on a career in Portfolio Management and have the following attributes, we would like to hear from you.

- A recent undergraduate degree
- A keen interest to gain a career in Financial Services/Wealth Management
- Strong numerical literacy, comfortable handling large amounts of data, and manipulating it in excel.
- Able to use their initiative, prioritise and manage the workload
- Excellent verbal and written communication skills
- Good attention to detail
- Enthusiastic, well organised, presentable and professional team player

IT:

- Good working knowledge of the Microsoft Suite of Products, in particular Excel and PowerPoint.

Key Risk Management Responsibilities:

- Ensure that all account relationships, activities or management of client relationships do not expose LGT Vestra to unacceptable levels of legal, regulatory, operational or reputational risk
- In due course, ensure that all relevant regulatory exams are passed
- In due course, become appropriately authorised by the FCA to perform relevant function
- Comply with the Firm's Compliance Manual and all other relevant policies and procedures

How to apply:

Please apply with your CV alongside your answers to the below questions in 200-300 words each.

1. What interested you most about how markets performed in 2020?
2. If you were given a windfall of £250,000, how would you invest it for the long-term (25 years plus)?

Along with your CV and answers to the above questions, please send us a video (MP4), as a WeTransfer file, that is no longer than 5 minutes where you tell us a bit about yourself and which of your skills and strengths are suited to a Trainee Portfolio Manager role at LGT Vestra.

Please email your application to recruitment@lgtvestra.com

Successful candidates will be asked for two virtual interviews.

Please note, due to the high number of applicants, if you have not heard from us one week after closing date your application has not been successful.

Application open date: 18 February 2021

Application close date: 5 March 2021

Start date: ASAP

Disclaimer:

All statements are intended only to describe the general nature and level of work being performed by staff assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of staff so classified. Individuals will be required to undertake any additional tasks or duties that may be within their capabilities. LGT Vestra reserves the right to make amendments to the above in response to any material internal or external developments (e.g. market changes, new regulations, internal restructuring).