

Position Description

Title	Distribution Business Intelligence Trainee (fixed term contract)
Department	Distribution Business Support & Governance (DBSG)
Reports to	Distribution Business Intelligence Analyst
Location	Edinburgh

Our Organisation

We provide clients with high quality long-term investment capabilities managed by independent, specialist teams

We are stewards of AUM of over AU\$241 billion as at 30 June 2021 on behalf of institutional investors, pension funds, wholesale distributors and platforms, financial advisers and their clients worldwide

Our investment capabilities include Australian and global equities, global emerging markets and Asia Pacific equities, direct and listed infrastructure, fixed income and multi-asset solutions, systematic equities and listed property

We believe investment success is achieved by bringing together autonomous teams of investment specialists who share a commitment to responsible stewardship.

Our Philosophy and Culture

Independent teams, shared values



Independent investment capabilities

Our autonomous, specialist teams set their own investment philosophy, process and fund capacity



Collective and progressive commitment to Responsible Investment principles

Responsible Investment principles are integral to each team's process as well as our overall business management and culture



Active and long-term approach to investing

Our focus is to provide capital preservation as well as growth through market cycles



Client focused culture and strong alignment

We build long-term client relationships -investment managers are aligned with the outcomes they deliver for clients

Position Purpose

To support the distribution data analytics and customer relationship management teams in providing qualitative and quantitative data for Distribution teams.

Key Responsibilities

- Support the production of quantitative and qualitative distribution information, sourced from multiple areas internally and externally
- Monitoring of fund and client activity including running various daily, weekly and monthly reports
- Contribute to ongoing data initiatives by supporting with project and business as usual tasks.
- Develop close working relationships with internal stakeholders across the business
- Update and enrich data on various platforms, data sheets, data files and templates
- Support and maintain Customer Relationship Management (CRM) system
- Identify opportunities for process improvement and risk mitigation
- Assist the Sales Support and Distribution teams with enquiries.

Required Capabilities

- All candidates must be able to work in the UK, e.g. fall within the European Economic Union, hold the necessary work permits or have the right of abode, evidence of which must be supplied.
- We will provide full training, after a few months you'll be comfortable using and manipulating large data sets in Excel; running and creating reports. A good attention to detail is also required
- Good excel, word and PowerPoint skills.
- Highly organised, with the ability to plan, manage and prioritise multiple tasks.
- Strong communication skills, both written and spoken.
- Ability to work on your own as well as in the team.
- Self-starter, who uses their initiative and learns quickly.
- Adaptable team player, willing to assist others and contribute to team outcomes.
- Is comfortable dealing with colleagues and business contacts.

How to apply

The selection process would be:

1. Submit CVs to HR - EMEAHR@firstsentier.com
2. Complete online Excel test & short video interview
3. Complete virtual interview & case study/presentation
4. In-person interview in Edinburgh

Closing date: 6th December 2021

Start date: ASAP