

## R2S Career Factsheet: Portfolio Implementer

*"The world of banking and financial services is open to everyone. If you have a keen interest in current affairs and enjoy working with numbers this could be the profession for you.*

*You can take a variety of routes into the industry. There are two main ones: either straight from school or via university. Both have their own advantages. You can join straight from school, where you can gain knowledge from a junior position and work your way through the ranks, or you can enter the industry post-graduation once you have developed the skills required on your university course.*

*To work in this industry it's preferable to have a numerical background - when choosing A-levels, or other relevant qualifications, I'd advise to consider courses involving numeracy.*

*There is always the scope for professional development and there are a number of industry qualifications available to help you learn more and to aid career progression.*

*Communication, the ability to work in a team and interpersonal skills are all highly valuable in banking: these are skills that can be learnt and honed in everyday life."*



**David Nunes**  
Portfolio  
Implementer  
Lazard Asset  
Management Ltd

### Duties:

- Generate trades as directed by the Portfolio Manager
- Monitor the investment portfolio
- Understand and Utilise the in-house Portfolio Management System
- Produce reports and management information as required
- Review accounts to determine cash constraints. Monitor cash flows in and out of portfolio and work closely with PM to bring account back in line with their designated model.
- Monitor accounts to determine uniform performance between all accounts within a particular mandate
- Full and open communication with members of the operations team, outside custodians and various other co-workers in both London and other global offices to resolve open issues promptly and accurately.

### Skills:

- Strong analytical capabilities
- Understanding of operation systems and of trading terminology
- Ability to work flexible hours
- Excellent communication skills with the ability to interact effectively with people at all levels of the organisation.
- Strong numeracy skills and attention to detail.
- Strong PC skills especially Excel and good understanding of core systems

You will need to be numerate and you will normally be expected to have a 2:1 degree. Any degree may be accepted, but some employers prefer a management, business, economics, financial or numeracy related subject.

Individual employers will specify their exact academic requirement and preferred degree subject. Investment Management Certificate (IMC) qualification.

### What does a Portfolio Implementer do?

To assist in the daily operational activities of a company which include equity trade replication, fund trading and portfolio implementation. Providing portfolio implementation support for the Portfolio managers and Traders, as it applies to their specific products.

### Who employs a Portfolio Implementer?

International Banks  
Financial Investment and Fund management firms  
Specialist Brokers  
Private Banks with Wealth Management Arms

### Income:

- Starting salaries range from £24,000 to £30,000 a year.
- With experience and appropriate qualifications, earnings can be £45,000 to £80,000 a year.
- Annual bonuses are common and are based on personal and company performance.

### Career Development:

- Back Office Clerk
- Middle Office Analyst
- Portfolio Implementer
- Senior Portfolio Implementer

### Reference Source List:

<http://www.jobisjob.co.uk/fund-manager-assistant/jobs>

<http://charterquest.co.uk/jobs/923292/portfolio-implementer>

<https://nationalcareersservice.direct.gov.uk/advice/planning/jobprofiles/Pages/stockbroker.aspx>

### Top universities for Economics

1. Warwick
2. London School of Economics
3. Oxford
4. Cambridge
5. University College London