

## Job Description

<b>Job title</b>	<b>Portfolio Controller</b>
<b>Location</b>	London, UK
<b>Reports to</b>	Head of Middle Office
<b>Contract</b>	Permanent

## Background

The successful candidate will be joining the Middle-Office division of Carmignac, an independent asset management firm that was established in 1989 on three core principles that still stand true today: entrepreneurial spirit, human-driven insight, and active commitment. We are as entrepreneurial today as we have always been, our team of fund managers keeping the freedom and courage to perform independent risk analysis, translate it into strong convictions and implement them. Our collaborative culture of debate, on-the-ground work and in-house research means we will always enhance data analysis with human-driven insight to better manage complexity and evaluate hidden risks.

We are both active managers and active partners, committed to our clients, providing transparency on our investment decisions and always be accountable for them. The firm's capital is entirely held by the family and staff, Carmignac is now one of Europe's leading asset managers, operating from 7 different offices. Today, as throughout our history, we are committed to actively manage our clients' savings over the long-term.

## The Role

For the support on its ongoing growth of its range of funds (collective investment schemes under several regulations across Europe and mandates), Carmignac is seeking a Portfolio Controller for its London office in order to perform controls, monitor post markets activities, assist portfolio managers, address internal/external requirements and establish governance with third parties. On an ongoing basis, the objective of the position is to overview fund's activities (trading and valuation), perform controls, daily flows monitoring and reporting. The position will also require Change & Project management capabilities and Service Providers oversight coordination.

## Responsibilities

- Coordination with external service providers: Custodian, Fund Admin., Outsourced Middle Office, Transfer Agent, Clearer, Auditor, Executing Brokers, Management Company, Prime Brokers.
- Control Daily Trade Management (multiple financial instruments)

- Portfolio reconciliation among several environment/tools
- NAV Control (valuation and P&L)
- CSDR/RHUB/EMIR monitoring
- Corporate event and AGM monitoring
- KYC third party brokers
- Set processes, workflows and project management.

### **Profile and Skills**

- Level of Experience > 3-5 years
- Graduated from University, Business or Engineer School
- Good knowledge of Fund Investment environment
- Interpersonal skills
  - Opened minded, curious
- Experience in AM mandatory

The candidate will show a good knowledge of financial instruments, financial markets and good understanding of the asset management environment (especially within an 'entrepreneurial' structure). The candidate will also show capabilities to work with portfolio managers, traders, risk managers, compliance officers, legal department, financial controls, IT & Engineering, Product & Marketing and senior management of the company.

The candidate will have to combine autonomy, agility, innovation and make recommendations accordingly.