

## Equity Portfolio Manager

### Job Description

Actively Manage the Discretionary and Non-Discretionary Multiple Client Portfolios of a Diversified Range of Financial Products.

### Responsibilities, Accountabilities and Deliverables:

1. **Actively manage Non-Discretionary Client Portfolios**
2. **Cooperate in setting a Strategy of the Non-Discretionary client portfolios and cash allocations**
3. **Executes client orders on a range of diversified financial products**
4. **Participate in receiving orders from the Non-Discretionary Clients and place them in the market and follow-up with the executions.**
5. **Corresponds with the Asset Management clients**
6. **Engage in discussing the clients' needs**
7. **Prepare the Pricing Report**
8. **Responsible for analyzing and reporting the Portfolio Characteristics and Statistics,**
9. **Monitor and update a live spreadsheet**
10. **Follow up on various corporate actions**

### Job Requirements:

#### **Knowledge:**

- Minimum of 3 years' experience in Financial Markets preferably in Asset/Portfolio Management.
- Analytical / Investment analysis in Quantitative and Quantitative knowledge of different asset class such as Equities and Capital Markets.

#### **Education / Certifications:**

- A minimum of a Bachelor's Degree in Accounting/Finance. Any professional qualification such as IMC, CAIA, CFA would be a plus.

#### **Experience:**

- Portfolio Management of Equity & Fixed income non-discretionary. Accounts. Also worked in marketable securities and was responsible for client reporting, transactions, income and keeping accurate and up to date records of their cash

and securities. Responsible for daily P/L, accrued interest and amortization accounts related to proprietary holdings. Communicated with clients on a daily basis sending transaction and income advice as well as trade confirmations.

**Personal Attributes:**

- The ability to learn quickly, take initiative and self-motivate myself. Able to work independently, exceptionally long hours and under pressure to meet deadlines. Excellent communication skills, Excel, Word and PowerPoint skills.