

Role Profile

Position Title	Manager Research Associate
Role Holder	N/A
Reports To	Head of Manager Research & Selection
PRA/FCA Approved Person Category(ies)	N/A
Date	November 2023

Overall role

Assist in Monitoring and Selection of External Asset Managers

- Working in a small and growing investment team as part of a brand-new investment function, directly responsible for managing a \$5 billion+ investment portfolio in the early stages of deployment.
- Monitor and track external manager mandates, focusing on Manager performance relative to benchmarks.
- Report key metrics such as portfolio attribution by sector and security selection, tracking errors, information ratios.
- Lead the monitoring and reporting on the performance and of external managers & funds. Emphasis on investment monitoring for separately managed fixed income accounts and pooled funds
- Help to organise meetings and manage Riverstone's relationships with current and prospective asset managers across asset classes.
- Assist with compiling information from internal and external sources for use in reporting.
- Role is office based, 5-days a week. Possibility for flexible working for up to two days a week following probation period and ad-hoc more broadly.

Key Responsibilities and Competencies

Asset Class Research & Investment Manager Selection

- Be a point of contact for all external appointed and prospective investment managers.
- Working with legal, negotiate Investment Management Accounts (IMAs) and construct of benchmarks for external managers.
- Ensure fund subscription documents are completed correctly plus manage subscription and onboarding processes with teams across the wider firm.
- Contribute to ongoing monitoring of manager performance vs peers & benchmarks, regularly reviewing activity, ensure they comply with investment guidelines & ESG criteria. Participate in annual site visits and regular communication as necessary.
- Help to maintain good governance over all outsourcing arrangements.

Interaction with Other Group Functions

- Work closely with legal, finance and treasury on all investment related matters.
- Work with Company Secretary to maintain and provide KYC/AML information.
- Work with & assist other functions (eg risk, M&A, internal audit, tax) on investment related matters.

Have an awareness of the Treating Customers Fairly (“TCF”) and Conduct Risk strategies.

Have an awareness of Data Protection legislation, including the Data Protection Act and the General Data Protection Regulations

On a temporary or permanent basis, you may be required to undertake other duties in addition to, or in substitution of, those listed in this role profile

Direct Reports

None

Internal Relationships

All Departments

External Relationships

Investment Managers, Service Providers, Investment Consultants (potentially), External Data Providers and News-Sources, Legal and Tax Advisers.

Authority to Act for the Company

N/A

Conduct Rules

- You must act with integrity
- You must act with due care, skill and diligence.
- Except in relation to whistleblowing, you must be open and cooperative with the FCA, the PRA and other regulators in line with procedures agreed with your line manager.
- You must pay due regard to the interests of customers and treat them fairly.
- You must observe proper standards of market conduct where applicable

Conduct Standards

All employees are expected to abide by the RiverStone Code of Conduct

Competence - Desirable Experience

- Around 2 – 5 years' experience in Fixed Income or Credit manager/asset class research, ideally in a pension, insurance or investment consulting context; OR:
- Around 5 – 10 years' experience in financial services with desire to move to a more buy-side or front office function e.g. a generalist investment consultant, in-house asset management sales/operations/RFP analyst, placement agent, operational due-diligence specialist or financial adviser.
- Working knowledge of how public & private markets function, some knowledge of appropriate manager universes.
- Analytical background and ability to undertake and evaluate quantitative investment analysis techniques with a focus on return analysis and performance measurement.
- Ability to efficiently source, organise, analyse, and transfer data in Excel.
- Good written presentation skills.
- Commercial knowledge of insurance investing an advantage.
- Relevant education and professional qualifications potentially additive but not essential.

Knowledge

- Working understanding of financial markets and investing
- General awareness of insurance regulations
- Commercial acumen and familiarity with working in a team/office environment.

Skills

- Very Organised
- Strong Attention to Detail
- Critical Thinking
- Able to take initiative and work autonomously
- IT/Software Familiarity - Essential
 - Intermediate Competence with Microsoft Word, Outlook and PowerPoint
 - High Competence with Microsoft Excel (or equivalent)
- IT/Software Familiarity - Advantageous
 - Bloomberg
 - Prequin
 - eVestment, Morningstar etc
 - BlackRock Aladdin
 - Python, R, C++



Confirmed as an accurate description of the function.

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Role Holder

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Date

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Director

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Date