

Role title	Portfolio Assistant
Reports to	Director of Client Experience
Location	Girton, Cambridge
Job Purpose	To support the Investment Management function in the accurate, timely and compliant delivery of portfolio management services to clients, while developing technical knowledge of investment operations, markets and internal processes.

Main duties

Investment Operations

- Provide operational and administrative support across the investment lifecycle, including:
 - trade implementation and settlement support,
 - periodic rebalancing,
 - corporate actions processing,
 - cash management and flows,
 - portfolio monitoring and reporting,
 - performance data capture and validation,
 - internal management information.
- Support the Investment Team in the implementation of model portfolio changes and investment decisions.
- Maintain accurate records and documentation in line with internal procedures and regulatory requirements.

Process and Compliance

- Support the design, review and improvement of investment processes, procedures, templates and controls.
- Ensure compliance with all internal process, policies, procedures and applicable regulatory requirements and FCA expectations
- Ensure documentation remains accurate and up to date.

Research & Market Analysis

- Develop and maintain a working knowledge of:
 - UK and global financial markets,
 - investment products and structures,
 - MM Wealth's investment philosophy, models and client objectives.
- Engage in market research including UK and global economic developments
- Work with the Investment Team to assess opportunities and risks

Stakeholder Engagement

- Liaise with Financial Planners and internal stakeholders to ensure accurate and timely execution of agreed investment actions.
- Attend Monthly Investment meetings and Investment Committee meetings as required, producing clear and accurate meeting notes.
- Contribute positively to the firm's investment culture through attention to detail, professionalism and collaboration.

Portfolio Trading

- Execute and verify portfolio trades in line with strategic asset allocation and agreed service standards, including daily trading, quarterly rebalances, and bespoke portfolio adjustments. Ensure all trades are accurately documented, reconciled, and compliant with mandate and risk parameters.
- Maintain clear, accurate documentation of all portfolio adjustments, ensuring alignment with client mandates, risk profiles, and the firm's investment philosophy.

Periodic Reporting

- Contribute to the preparation and timely delivery of quarterly investment materials—including factsheets, strategy updates, economic commentary, and client seminar content—ensuring accuracy, consistency, and alignment with the firm's investment messaging.
- Collaborate with Financial Planning Team, Marketing, Compliance, and Operations to ensure investment communications and deliverables are accurate, compliant, and consistent across all channels.

General Responsibilities

- Attend networking and professional connection event to help to support business development opportunities
- Attend appropriate seminars / workshops on behalf of the firm and report back
- Attain and maintain level of competence as required by the firm to follow the plan issued to you
- Complete all training prescribed by the firm within the timescales given and comply with the firm's Education policy
- Ensure relevant CPD is maintained and recorded accurately
- Develop professional qualifications in line with requirements of the role specifically and the firm's needs more generally
- Be respectful to colleagues and embrace diversity
- Support the firm's client centric culture
- Recognise the team ethic at MM Wealth and be flexible in providing support to other disciplines within the firm
- Be willing to take on and be responsible for project work
- Meet Key performance objectives set by the firm
- Maintain all standards of performance as required by the firm

- Any other tasks as required by the Directors
- Comply with the Financial Services and Markets Act 2000 and the relevant FCA regulatory rules at all times

Note: This job description is non contractual and is not exhaustive. It also may be added to or changed from time-to-time following discussions and consultation with the post holder and line director.

Personal Specification	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Strong attention to detail and accuracy. • Good verbal and written communication skills. • Ability to organise work effectively and manage routine tasks to deadlines. • Competence in Microsoft Office, particularly Excel. • Willingness to learn new systems, processes and technical concepts. 	<ul style="list-style-type: none"> • Strong numerical ability. • Ability to identify potential issues and escalate appropriately.
Experience	<ul style="list-style-type: none"> • Experience working in an office-based or administrative role, or equivalent transferable experience. • Ability to manage routine tasks within agreed timescales. 	<ul style="list-style-type: none"> • Experience in a financial services, investment or professional services environment. • Exposure to investment operations, reporting, trading support or financial data.
Personal Qualities	<ul style="list-style-type: none"> • Reliable, conscientious and professional approach to work. • Strong work ethic with a willingness to learn and develop. • Ability to follow procedures and instructions carefully. • Positive and collaborative team attitude. 	<ul style="list-style-type: none"> • Curiosity and interest in financial markets and investments. • Confidence to ask questions and seek clarification when needed.
Qualifications & Training	<ul style="list-style-type: none"> • Strong academic background. • Willingness to complete all training prescribed by the firm within required timescales. • Commitment to complying with internal policies, procedures and regulatory requirements. 	<ul style="list-style-type: none"> • Interest in pursuing professional investment or financial services qualifications. • 1+ years' experience in a related role.

What good looks like in this role:
<p>The Portfolio Assistant delivers day-to-day investment operations accurately, reliably and on time. Tasks are completed with a high level of attention to detail, issues are identified early and escalated appropriately, and internal stakeholders can rely on consistent, professional support. Over time, the role holder demonstrates growing confidence in investment processes, systems and market understanding, and contributes positively to the effectiveness of the wider Investment Team.</p>