

Role title	Senior Portfolio Assistant
Reports to	Director of Client Experience
Location	Girton, Cambridge
Job Purpose	To provide senior operational support to the Investment Management function, acting as a key point of coordination for day-to-day investment workloads, supporting the Head of Investment Management closely, and overseeing the effective delivery and development of the Portfolio Assistant function.

Main Duties

Investment Operations & Oversight

- Work closely with the Head of Investment Management to plan, prioritise and manage daily and ongoing investment workloads.
- Oversee the timely and accurate completion of operational investment tasks, including trade implementation, rebalancing, corporate actions, reporting and MI.
- Act as a first point of escalation for operational issues, resolving where appropriate and escalating material risks.

Leadership & Team Support

- Provide day-to-day guidance and quality oversight for Portfolio Assistants.
- Support the development of junior team members through providing guidance and training.
- Allocate and review work to ensure consistency, accuracy and adherence to agreed standards.

Process & Continuous Improvement

- Support the design, review and improvement of investment processes, procedures, templates and controls.
- Identify opportunities to improve efficiency, reduce operational risk and enhance service delivery.
- Ensure documentation remains accurate and up to date.

Research & Market Analysis

- Engage in ongoing macroeconomics and develop robust skills in market research including UK and global economic developments
- Support the Head of Investment along with Economic & Strategy and Fund Research consultants to assess opportunities and risks
- Utilise financial modelling tools to project returns and assess performance potential

Stakeholder Engagement

- Act as a key liaison between the Investment Team and Financial Planners on operational matters.
- Support preparation of information for internal meetings, including Board, Executive and firm-wide updates when required.
- Attend monthly Investment meetings. Produce and present concise monthly summaries of investment meetings, including funds reviewed, key insights, recommended next steps with supporting rationale, and scheduling requirements for upcoming reviews
- Attend Investment Committee meetings. Present analysis to the Investment Committee on the operational, risk, and technical implications of proposed portfolio changes, and act as the Investment function's representative in internal forums when required.

Governance & Compliance

- Ensure investment operations comply with internal policies, regulatory requirements and FCA expectations.
- Support the Head of Investment in maintaining robust governance, controls and audit trails.

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"> • Ability to work independently, using initiative and sound judgement. • Strong problem-solving and decision-making skills. • Excellent verbal and written communication skills. • Strong planning, organisation and prioritisation abilities. • Advanced competence in Microsoft Office, particularly Excel. • Ability to identify, share and implement process improvements to enhance service delivery and reduce risk. 	<ul style="list-style-type: none"> • Experience coordinating workloads or overseeing tasks completed by others. • Strong project and change management capabilities.
Experience	<ul style="list-style-type: none"> • Experience working in a busy, fast-paced office or investment operations environment. • Proven ability to manage a varied workload with competing deadlines. • Experience working accurately under pressure and adapting to changing priorities. 	<ul style="list-style-type: none"> • Experience supporting investment management, portfolio administration or trading operations. • Experience mentoring or supporting more junior colleagues. • Familiarity with investment platforms or custody systems (e.g. AJ Bell / Figaro).
Personal Qualities	<ul style="list-style-type: none"> • Highly self-motivated and proactive. • Strong sense of ownership and accountability. • Ability to remain calm and effective under pressure. • Professional, reliable and conscientious approach to work. • Positive, solutions-focused mindset. 	<ul style="list-style-type: none"> • Confidence to challenge constructively and raise concerns where appropriate. • Natural inclination to support team development and continuous improvement.
Qualifications & Training	<ul style="list-style-type: none"> • Willingness to achieve and maintain the level of competence required by the role and the business. • Completion of all training prescribed by the firm within required timescales. • Commitment to complying with internal policies, procedures and FCA regulatory requirements. 	<ul style="list-style-type: none"> • Working towards or holding QCF Level 4 (or equivalent) investment qualification.

What good looks like in this role:

The Senior Portfolio Assistant acts as a trusted operational partner to the Head of Investment Management. Day-to-day workloads are well-planned, prioritised, and delivered to a consistently high standard, with risks identified and addressed early. Junior team members are supported and developed, processes continue to improve over time, and the Investment function operates smoothly, efficiently and in line with governance and regulatory expectations.