

## Buy-Side Portfolio Data Analyst

We are seeking a highly analytical and detail-oriented Portfolio Data Analyst to join our investment team. This role is critical in supporting investment and marketing operations by ensuring reliable data integrity and calculations for model portfolios, trading and trade support as well as portfolio- and performance reporting. The ideal candidate will possess strong quantitative skills, an understanding of financial markets, and the ability to translate complex data into actionable information.

### Responsibilities

- **Portfolio Accounting:**
  - Collect, cleanse, and reconcile portfolio accounting data from various sources, including internal trade systems and external data providers such as custodians and general market data feeds.
- **Trading**
  - Monitor portfolio weights to maintain accounts within allowable tolerance versus model portfolios.
  - Build model trades and one-off account trades using the internal Order Management System and Portfolio Accounting System.
  - Communicate and reconcile trades with outsourced trading providers.
  - Ensure trade matching, allocation, affirmation, and settlement.
- **Performance Measurement and Attribution:**
  - Calculate and analyze portfolio performance per GIPS standards.
  - Conduct performance attribution analysis to identify drivers of portfolio returns.
  - Prepare performance reports for internal and external stakeholders.
- **Database & RFP Support**
  - Update firm, portfolio, and performance data to third-party databases.
  - Prepare portfolio data to be used in due diligence and RFP requests
- **Risk Management:**
  - Assist in the development and implementation of risk management frameworks.
  - Calculate and monitor portfolio risk metrics.
  - Conduct stress testing and scenario analysis.

### Qualifications

- Bachelor's degree in Finance, Economics, Statistics, Computer Science, or related field.
- 3+ years of experience in portfolio analysis or a related field.
- Strong quantitative skills and proficiency in statistical analysis.
- Advanced proficiency in data analysis and visualization tools
- Excellent problem-solving and analytical skills.
- Strong attention to detail and accuracy.
- Experience with financial markets and investment products.
- Familiarity with industry data standards and regulations (e.g., CFA Institute, GIPS).

Please contact [john@eldredrock.com](mailto:john@eldredrock.com) to apply.