Portfolio Assistant/Front Office Support







Subsector: Asset Management

Job Family: Portfolio Management

Impact Level

Today, this role is responsible for providing fund management support, such as execution of investment strategies, portfolio construction based on client guidelines and cash management of team portfolios.

High Impact

Consolidated Activities

| | Today | Future |
|---------------------------|---|--|
| Cash Management | Execution can be tedious and time consuming. Leveraging the technology available today, dashboards can help to display real-time cash positions, receivables, expected timeframe for receivables and payables to ensure timely decision making to achieve optimal efficiency. | Algorithms based on predetermined parameters are able to alert the role when there are excess cash balances. |
| Trade Order Monitoring | Execution is rule-based and can be repetitive. Business intelligence tools provide real-time dashboards enabling timely monitoring of trade orders, and ensure corrective action and updates are made in a timely manner. | APIs enable information transfer to and from enterprise systems e.g., trade order management systems to business intelligence programs. For reporting, RPA enables automated status reporting to internal stakeholders, Portfolio Managers, investment team and trading desk personnel, reducing the need for the role to be a liaison across all teams. |
| Portfolio Construction | N/A | Leverage predictive analytics (and analytics solutions) in constructing enhanced investment decisions. Alternative data sources will also further enhance analysis capabilities. |

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As technology is increasingly adopted, the job scope of the role is expected to shift. Advisory, human judgment and deep technical expertise will be the focus of this role as it evolves to become a Junior Fund Manager.

Skills Differentiators:

- Advanced Digital Acumen: The job holder will gain strong understanding on machine/deep learning powered solutions and how technology solutions and its features can be further leveraged/enhanced to support the business.
- Influencing and Negotiation: The job holder will have the ability to display confidence in presenting and justifying the rationale for the recommendations or solutions, and gain buy-in from relevant stakeholders.
- Lateral Thinking: The job holder will have the ability to look at the 'big picture' and find the linkage between various information, and ultimately using these information to evaluate investment recommendations/decisions.
- Data Interpretation and Analysis: The job holder will display the ability to interpret data and extract key insights for decisions, recommendations or actions.
- Customer Mindset: This enables the job holder to tailor recommendations that best meet the clients' needs.





