



Job Description:

Junior Investment Analyst

Grade: Analyst, £35,000 - £40,000

Reporting to: Senior Associate, LTLF Liquidity and Investment Operations

Direct and indirect reports: None

This role is subject to the Senior Managers & Certification Regime (SMCR).

London Treasury

London Treasury's mission is to help local authorities achieve better outcomes from their investments and treasury management activities. Created as an arm's length subsidiary by the Greater London Authority (GLA), it addresses liquidity, treasury, net zero and SME investment challenges faced by its clients. London Treasury is authorised and regulated by the Financial Conduct Authority (FCA) to facilitate sharing our areas of expertise with the public sector.

Purpose of the Role

To support the effective day-to-day management and monitoring of the London Treasury Liquidity Fund (LTLF) investment portfolios, ensuring investment activities are carried out in line with the agreed investment mandate, liquidity requirements and internal procedures.

Key Responsibilities

- Daily dealing duties to include:
 - Assist with transfer agency activities including subscriptions, redemptions and related investor queries
 - Reconcile bank and custody accounts, resolving discrepancies and identifying surplus balances for investment
 - Support with investment research, market analysis and trade recommendations
 - Execute money market trades including money market funds, deposits, certificates of deposit and other short-term instruments
 - Monitor portfolio positions and liquidity requirements across portfolios
 - Maintain relationships with banks, brokers and external counterparties

- Assist in the preparation of portfolio positions and liquidity reports for internal stakeholders and committees
- Maintain accurate and up-to-date records of investment documentation and monitoring files in line with internal procedures
- Record minutes and track actions from internal meetings, including Investment Committee meetings
- Respond to stakeholder requests for information, ensuring required documentation is collated efficiently and accurately
- Support in the analysis of the key risks, strengths and weaknesses of the financial products within the portfolios of LTLF, recommending tactical and strategic changes to the investment mandate in line with market developments
- Contribute to investment strategy discussions through market monitoring and data analysis
- Assist in the production of investment papers, including new investment proposals, analysis reports and routine monitoring reports, liaising with the Chief Risk Officer (CRO) as appropriate
- Assist with the due diligence process for new strategic investment proposals and support with the negotiation of commercial terms and legal agreements for such new investments as required
- Support with senior level client and investment relationships, including external fund managers
- Contribute to the continuous improvement of investment processes and the wider investment function
- Represent London Treasury at relevant industry forums
- Participate in ad-hoc projects as required
- Comply with the regulatory requirements of the FCA, including the certification requirements under SMCR
- Commit to continuing professional development (CPD) and to updating your skills and knowledge of financial products available to LTLF for investment purposes; keep abreast of the matters affecting the UK economy, current financial news and market developments, to remain professionally

competent and demonstrate that you remain a fit and proper individual in a regulated environment

Role Specific Requirements

- Relevant qualifications and/or previous experience of working within a regulated environment, with awareness of FCA requirements and SMCR. This may include a degree (e.g. finance, economics or a related discipline) and/or progress towards a relevant professional qualification such as the IMC, CFA or ACT
- Understanding of money market instruments and fixed income products (e.g. money market funds, deposits, T-bills) and ideally experience in dealing in them on the relevant markets
- Understanding of longer-term private market investments, including SME, infrastructure, real estate and other alternative strategies. Exposure to, or an interest in, supporting fund selection and due diligence would be advantageous
- Strong attention to detail and analytical skills
- Strong proficiency in Microsoft Excel, including experience building and maintaining financial models and analysing datasets; good working knowledge of other Microsoft Office applications. Familiarity with financial systems such as Bloomberg and Quantum would be beneficial but not essential
- Excellent organisational skills with a proven ability to manage multiple tasks and prioritise effectively to meet deadlines
- Positive, proactive, and customer focused attitude
- Ability to work effectively under pressure, build rapport, trust, and instil confidence with demanding stakeholders

General Requirements – Analysts

Organisational Leadership

Demonstrable ability to:

- **Leadership & Accountability:** Be persuasive and confident, with the ability to present new ideas to team members and peers across other teams

- **Collaboration:** Work effectively with team members and the broader London Treasury team
- Maintain understanding of overall strategy, supporting organisational goals

Stakeholders

- Understands principal stakeholders for the business area and can communicate value added of London Treasury's services/work product within area of responsibility
- **Client Facing:** Approach and mindset demonstrate understanding of key client needs and expectations

Resource Management

Demonstrable ability to:

- Effectively utilise resources to support overall team objectives
- Be flexible and manage change. Quickly respond to competing or changing priorities and deadlines

Risk Management

- **Risk Assessment:** Demonstrates a good understanding of the risks associated with the business area or operations. Promptly communicates any risks identified or breaches of standard procedures to line manager or CRO
- **Integrity:** Adheres to London Treasury's compliance manual, internal policies and other regulatory requirements, taking accountability for the same across daily responsibilities

Technical Competence

- **Technical:** Demonstrates a good understanding of the business area alongside knowledge of the wider organisational structure and activities of London Treasury
- **CPD:** Commits to continuous professional development including undertaking training and development as required by the firm from time to time

Team Leadership

- **Value Added and Proactiveness:** Takes personal accountability for work assignments, applies diligence and good organisational skills to ensure work

is delivered on time and of the highest quality. Seeks guidance and input as required. Applies feedback to progress personal development

- **Solution Focused:** Is proactive in contributing ideas and finding effective ways to progress work and deliver objectives

Internal/External Communication Skills

- **Communication:** Effective written and oral communication style
- **Presentation Skills:** Ability to communicate with clarity, empathy, and effectiveness to internal and external stakeholders. Able to articulate the vision, values, and goals for their business area and the wider company to internal and external stakeholders