

JOB DESCRIPTION

Name: Vacant	Role Title: Investment Strategy Analyst
Line Manager Name: Dagmar Dvorak	Line Manager Title: Head of Investment Strategy and Strategic Asset Allocation

Purpose

The Analyst within the Investment Strategy and Strategic Asset Allocation (SAA) team will play an important part in developing and implementing London CIV's SAA and discretionary portfolio management framework.

Working closely with the Head of Investment Strategy and SAA (HoIS) the role holder will contribute to both the Strategic Asset Allocation Advice for partner funds and act as a member of the discretionary portfolio management team managing partner fund assets from April 2026. The successful candidate will also play an important part in areas of system development, data management, modelling, and trade implementation to ensure a successful implementation of London CIV's Fit for the Future programme. The role requires close collaboration with internal teams and external strategic partners to support strategic decisions.

You will get the opportunity to support our investment, risk management, strategic asset allocation and client servicing processes. You will also get the opportunity to conduct quantitative and qualitative analysis in collaboration with Portfolio Managers, Analysts, and other stakeholders, including external Investment Managers and suppliers of data and analytical tools.

This is a great opportunity for anyone who is keen to develop their career in financial markets across all asset classes. With London CIV going through a period of significant change and growth, this new role offers an exciting opportunity to join a developing team with plenty of scope to contribute and progress.

Key Responsibilities

- **Strategic Asset Allocation Advice**
 - Assist in developing and populating the internal SSA system for managing partner fund asset allocations
 - Work closely with external providers to improve external systems used by LCIV and ensure data is timely and accurate
- **Implementation**
 - Model and prepare trades to implement partner fund SAAs
 - Support development of the internal cashflow forecast for managing partner fund cashflow requirements
 - Help to set up trades and ensure relevant internal policies for trading are adhered to
 - Work with the operations team during the dealing process
 - Conduct post trade check and monitoring
- **Client service**
 - Prepare high-quality presentations and reporting materials for partner funds
 - Maintain excellent standards of client service

Note: This job description is aimed to be illustrative and is not exhaustive of all the duties and responsibilities which could be contained within this position. The role holder may be asked to undertake other duties and responsibilities which are commensurate with this area of work and grade.

- **Markets and portfolio management**

- Support the wider team to prepare market commentaries across asset classes, tailored to the partner funds' requirements
- Prepare ad-hoc market analysis and commentaries as required
- Conduct research on economic trends and investment ideas across a wide range of asset classes to support LCIV in forward-looking strategic thinking

Key Skills and Experience

Essential

- Team player with a “can-do” attitude and willingness to learn
- Ability to adapt and work across various teams at London CIV and work as part of project management teams
- Experience in working in asset management
- Strong analytical skills
- Well versed on Microsoft applications
- Strong presentation, verbal and written communication skills
- Attention to detail
- Ability to prioritise and work to deadlines
- Motivated self-starter

Desirable

- Programming experience
- Economics degree or equivalent
- Experience in the pension industry

What we offer

Our values sit at the heart of everything we do. To truly foster a collaborative and supportive workplace, we offer all employees a range of benefits, including:

- From day one, you'll have on-the-job learning opportunities across a range of asset classes and with plenty of hands-on experience to support your development.
- You will also have the opportunity to interact with stakeholders with a range of financial sophistication and understanding – from Investment Managers and Consultants, Pension Officers through to Elected Officials in Local Government.
- Financial support and paid study leave for relevant qualifications or professional development as part of your continuous learning journey.
- A company culture that champions innovation, continuous learning, and personal responsibility within a modern and flexible working environment.
- Employees typically work in the Southwark office a minimum of 50% per fortnight. Our Southwark office operates a hot-desk system and includes access to an on-site gym.
- A minimum of 29 days' annual leave per year, plus public holidays.
- A generous pension scheme, enhanced family-friendly policies, and a variety of insurance and wellbeing benefits.

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