

Wealth Management (Lisboa)

Product Specialist – Fixed Income Fund Selector/Analyst

Overall Purpose of the Role

- Select fixed income funds, according to internal guidelines, to be used as allocation tools in portfolio management and to be part of the bank's offer (open architecture);
- Select funds that outperform their benchmarks and their peer group within clear risk guidelines;
- Maintain and analyse on a regular basis all relevant corporate and product information from providers;
- Maintain a constant flow of product information to the network.

Key Responsibilities

- Apply defined criteria to evaluate and select bond and cash funds;
- Keep track of the main portfolio characteristics, size and allocation of the selected funds and evaluate potential risks including those that are sustainability related;
- Keep up with fixed income market developments;
- Maintain a product matrix with selected products (inc. Government, Corporate, High Yield, Emerging Markets);
- Define and control service levels of product providers;
- Manage the relation with product providers and interface with local units;
- Produce regular monthly reports;
- Research and propose innovative solution; analyse opportunities;
- Prepare Due Diligence analysis for new selections;
- Organise product presentations to advisors and Private Bankers;
- Maintain/use database of performance figures for the relevant products;
- Prepare negotiation of product pricing with providers;
- Interface with Back-Office to operationally set-up the funds (according to network requests).

Principal Internal/External Contacts

- Contact with Investment advisors;
- Contacts with product providers;
- Contacts with back office and operations.

Required Skills/Knowledge

- Minimum three years of experience in bond markets or bond market research/ if less;
- Experienced, very good academic background;
- Highly numerate;
- Accurate, with high attention to detail;
- Reliable;
- Self-motivated with the ability to manage multiple priorities;
- Computer literate and well able to use these skills to manage provided information;
- Proven track record of successful completion and self-management of projects;
- First class written communication skills (English and Portuguese);
- Good team working skills;
- Degree in Economics/Management;
- Languages: English is fundamental;
- Pref. Masters in Finance/ Post Graduation or CFA or CFA candidate.