### **PERSONA**



**Large Cap Portfolio Manager** Elaine

# **GOALS**

## **Company Research**

- Read different research information provided by brokers, financial institutions, and internal sources for potential future investment
- Be aware of the financial markets movements
- Read information provided by different companies
- Create internal information repository based on the information feeds

#### **Investment Activity**

- Raise orders through applications Contact Middle Office for reference and market data issues
- Validate daily NAV of funds
- Performance and attribution reporting

#### **Fund Management**

- Monitor the allocation by sector
- Monitor the market exposure in equity
- Investment of Subscription/redemption of the different funds
- Monitor the benchmark deviation
- Respect internal or regulatory limit constraint(UCITS,...)

#### **TEAM STRUCTURE**

- Works in a team of 4 people
- Based in Paris, France
- 15 years of work experience
- Worked for Investment Management companies
- Business school degree and MBA in Finance
- Desk setup: 3 monitors and 1phone
- Good communication skills
- Works closely with Middle Office and brokers
- Established good relationship with different companies

#### NAV CONTROL AND VALIDATION OF DIFFERENT FUNDS ORDER RAISING AND SIMULATIONS **JOURNEY PHASES** PREPARE **GOALS** Check financial news New allocations decided by the portfolio Increase exposure on all funds for a **Check NAV and Fund Indicators** particular instrument manager **SMALL CAPS PORTFOLIO MANAGER TASKS** Increase the exposure Send the orders Start Fusion Invest. For diversified fund. For standard fund. After new allocation by Modify the weight of all Check email, news, and Check the fund of 1% on all funds for a to trading desk check the weight of the check the weight of load and compute the exposure on equity the diversified Portfolio positions inside the summary of the given instrument indicators of funds sector on each strategy sector on each fund manager, rebalancing of equity strategy in markets the positions of the accordance with the new allocation and equity strategy constraint limit **MIDDLE OFFICE TASKS IMPORTANCE** \_\_\_\_\_\_ 4 <u>"</u> **TOUCHPOINTS** FINASTRA (i) (i) (i) DATA PROVIDER (e.g. Bloomberg) **EXCEL Factset** $\bowtie$ PHONE/MAIL **PERFORMANCE EXPECTATION**

#### **ORGANISATION**











