

## **Appendix I**

### **Job Description**

**Title:** Portfolio Manager Assistant

**Location:** Dublin, Ireland

**Reporting to:** Global Strategist

**Contract Type:** Full time & Permanent

### **Role Summary:**

The role requires someone who is self-motivated and whose priority is to place the interests of the client always to the fore. Relationship building is critical as this is seen as a corner stone to growing business and the retention of business. Forging strong relationships with the other teams in Cantor Fitzgerald to help bring the brand to a wider audience.

Under The Central Bank of Ireland's (CBI) Individual Accountability Framework (IAF) established under The Central Bank (Individual Accountability Framework) Act 2023 (IAF Act), as an expected Control Function holder, you have a Duty of Responsibility under the CBI Common Conduct Standards. These standards include:

- acting with honesty and integrity,
- acting with due skill, care and diligence,
- co-operating in good faith and without delay with the Central Bank of Ireland
- acting in the best interest of customers and treating them fairly and professionally
- operating in compliance with standards of market conduct and trading venue rules

### **Responsibilities**

- Assisting with the development of long-term client relationships through effective management of service requirements and subsequent delivery to private, corporate and intermediary clients under the remit of the Global Strategist.
- Providing services as required to Global Strategists clients, including placing pre-trade orders, trade orders and after trade reporting as required, issuance of valuation reports, tax reports, reviewing client mandates, completion of client reviews, updating KYC and other DCI system regulatory updates.

- Assisting Global Strategist with the development new business opportunities and generating wider revenue streams with existing clients via Cantor Fitzgerald Ireland
- Assisting the Global Strategist with the development of an annual business plan, including relationship plans for each client, relating to commission and commission growth, fee and fee growth, portfolio performance and funds under management targets.
- Support the production of quarterly factsheets across all discretionary products.
- Client entertainment – proactive involvement with client base in terms of social events, sporting events etc.

### **Skills & Competencies**

- Excellent oral and written communications skills are required
- Attention to detail is exceptionally important for the role
- Ability to show initiative and work within in team
- High level of proficiency in MS Word, Excel, Outlook and PowerPoint
- Meet Central Bank requirements for Minimum Competency and Fitness and Probity (after training and completion of necessary qualifications)

### **Requirements**

- Degree in Business, Finance or related field
- Seek to achieve at the earliest possible time Minimum Competency in accordance with MCC Central Bank of Ireland. QFA, Registered Stockbroker or APA (Savings & Investments) and related professional subscription. This will be a Control Function role under the Central Banks Fitness & Probity standards.
- Genuine interest in investment markets

*It is an indispensable condition of the tenure of employment that the Employee be a member of a CPD member under Minimum Competency.*

**You will be required to achieve as soon as possible the necessary qualifications to achieve a CF-3, CF-4 and CF-10 designation under the Central Bank's Fitness & Probity standards.**

**CF-3** - Giving of advice to a customer of the regulated financial service provider

**CF-4** - Provider CF4 Arranging a financial service for a customer of the regulated financial service provider

**CF-10** - Dealing in or having control over property of a customer of the regulated financial service provider

Portfolio Management Assistant - Cantor Fitzgerald/BGC Careers