

Job Description

Title: Investment Implementation Analyst

Location: Dublin, Ireland

Reporting to: Head of Cross-Asset Strategy & Fund Manager

Contract Type: Full time & Permanent

Role Summary

We are seeking an Investment Implementation Analyst to join the Cantor Fitzgerald Ireland Discretionary Investments Team in Dublin.

The role is responsible for translating portfolio decisions into accurate, timely and controlled implementation across our model portfolios range. Working closely with the portfolio management and relationship management teams, the successful candidate will help ensure that portfolio changes, rebalances and associated cash flows are implemented efficiently and consistently.

This is an opportunity to work at the centre of a growing investment proposition, gaining broad exposure to multi-asset portfolio management, and the operational infrastructure supporting the model portfolio services.

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

Responsibilities

- Support the implementation of asset-allocation, fund-selection and tactical portfolio changes across the model portfolio range.
- Coordinate portfolio rebalances, subscriptions, redemptions, cash flows and other portfolio events.
- Monitor implementation progress across platforms, identifying and resolving exceptions, delays and unintended portfolio deviations.

- Perform pre and post-implementation checks to confirm that portfolio activity has been completed accurately.
- Lead the production of high-quality RFP's for institutions and HNW prospects.
- Prepare data for client quarterly reporting, investment analysis, performance reporting, and client presentations/meeting packs.
- Place all discretionary trades through the firm's portfolio management system on behalf of the Discretionary Investments Team.
- Respond in a timely and accurate manner to portfolio manager requests.

Requirements

- Minimum 2 years of relevant experience in portfolio implementation, investment operations, or a comparable role within an asset manager, wealth manager or investment platform.
- Bachelor's degree in Finance or other related discipline
- APA Saving and Investment qualification.
- High level of proficiency in Microsoft Excel and other Office tools a necessity.
- Highly detail-oriented with a strong risk management mindset.
- Strong interpersonal skills and team-working skills
- Comfortable working in a dynamic environment while managing competing priorities and meeting deadlines.

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

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

[Investment Implementation Analyst - Cantor Fitzgerald/BGC Careers](#)

