

## TwinFocus Capital Partners – Portfolio Analyst

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### TwinFocus Capital Partners

Founded in 2006, TwinFocus is a fast-growing, global, family office and investment advisory firm. We advise a select group of individuals, family office and institutions around the world on over \$7.5 billion in assets. Our firm delivers highly bespoke investment, financial and planning solutions for sophisticated and complex client situations. More information on TwinFocus can be found on our website: [www.twinfocus.com](http://www.twinfocus.com).

### Job Description

The Portfolio Analyst is based in our Boston office as a member of our Portfolio Advisory and Management team charged with implementation, analysis and performance reporting for investment strategies within an assigned group of client portfolios. The role spans a broad spectrum of portfolio management and technical tasks but focuses on “touching the portfolios” and communicating issues to the Investment Team. The analyst monitors client portfolios daily and facilitates responses to client requests. The analyst is the point of contact for preparation of periodic and ad hoc client reporting packages, investment portfolio reviews and other analyses.

Analysts at TwinFocus gain exposure to all facets of a global multi-family office. Top-performing analysts can be promoted to the Senior Analyst role with the expectation that those individuals will continue their career at the firm. The Senior Analyst is expected to elect a specialization within the firm in conjunction with firm partners (e.g. client advisory, investment research, client service, operations) to foster further career growth.

The role offers an exceptional opportunity to contribute across not only portfolio operations, reporting and investment management, but additional key areas including (but not limited to) client service, business development, and philanthropy.

### Primary Responsibilities

- Client portfolio data quality and integrity
- Development, enhancement and preparation of periodic client reporting packages via Addepar
- Preparation of client-facing communications, including periodic investment reviews and ad hoc analyses
- Development and maintenance of client-specific portfolio models
- Build customized financial models in MSExcel and other applications for analysis of various client situations
- Construction and execution of trades in equities (including ETFs and closed-end funds), fixed income, mutual funds, and derivatives as directed by senior management
- Ensure timely post-trade and periodic reconciliation of portfolio management models
- Frequent updates of portfolio management models, including pre- and post-trade
- Assist with investment research diligence as needed
- Additional portfolio research requests from Portfolio Management and Client Advisory teams on ad hoc basis upon request
- Strong knowledge of investment performance methodology for publicly traded as well as private investments, including time-weighted returns (TWR), internal rates of return (IRR) and investment multiples
- Continuous monitoring of portfolios for compliance with Investment Policy Statements (IPS) and additional relevant guidance
- Maintenance of client-level and security-level data for compliance with internal and regulatory reporting requirements (Form ADV, 13-F)

## Education / Skills

- Undergraduate coursework in accounting, finance, statistics, computer science, economics or mathematics
- Up to 4 years of relevant industry experience. Recent college graduates with relative internship/co-op experience will be considered.
- Solid understanding of portfolio theory and accounting
- High proficiency with MSExcel
- Deep interest in investing and the financial markets
- Strong sense of intellectual curiosity
- Exceptional work ethic and pride of ownership
- Exemplary attention to detail
- Strong written and verbal communication skills, including the ability to convey complex thoughts in a concise, logical and eloquent manner
- Collaborative personality
- Strong sense of integrity
- The successful candidate will have completed or be expected to complete the NASAA Investment Advisers Law Examination (Series 65)
- Participation and progress in CFA Program are strongly encouraged.
- Firm grasp of Addepar is a plus
- Familiarity with Bloomberg is also a plus

Please submit all resumes to [careers@twinfofocus.com](mailto:careers@twinfofocus.com)