

Job Title: Portfolio Administrator (12-month Fixed-term Contract)

Department: Fund Research

Location: Mayfair

Salary Competitive salary plus a generous benefits package

Contractual Hours Full-Time Equivalent (37.5 hours per week)

Job Summary We are looking for a Portfolio Administrator who will be responsible for providing administrative support to the Multi-Manager and Portfolio Management services.

Key accountabilities

Administrative duties will include (but are not restricted to)

- Onboarding of new clients to the Multi-Manager and PM service, ensuring accounts are set up correctly
 - Monitoring of cash transactions
 - Monitoring the Multi-Manager team inbox and dealing with any enquiries
 - Dealing with Investment Manager queries / requests
 - Producing sample portfolios and presentations for prospective clients
 - Producing presentations for existing clients
 - Assisting with placing trades
 - Assisting colleagues with various admin tasks
 - Update weekly and monthly reports
 - Prepare data for team and board meetings
 - Prepare data and arrange bulk journals for quarterly management fee round
 - Answering phone calls
 - Ad hoc admin tasks including supporting Head of Managed Portfolio Services and Associate Portfolio Director
-

Competencies/skill set

- Getting things done
 - Communication & Sharing Knowledge
 - Customer Service
 - Effectiveness & Adaptability
 - Team Working
 - Attention to Detail
 - Numeracy
-

Qualifications/experience required

Essential

- Previous administration experience
- Experience of using Excel e.g. VLOOKUP/Pivot Tables
- Familiarity with working with large sets of numerical data
- CISI Level 3 UK Financial Regulation exam or willingness to take the exam in an expedient manner

Desirable

- An understanding of capital markets
 - Previous experience in a financial services or portfolio management environment
-

To apply, please email your CV and cover letter to recruitment@killik.com.

We are committed to ensuring a fair and inclusive process. If you require any reasonable adjustments under the Equality Act 2010 (for example, accessibility support or alternative formats), please let us know in advance so we can make the necessary arrangements. Your personal information will be handled in accordance with the UK GDPR and our [privacy policy](#).

Recruitment Process

At Killik & Co, we are committed to conducting a fair, consistent, and transparent recruitment process. While the structure may vary depending on the position, candidates can typically expect the following stages:

1. **CV Review** – All applications are anonymised, then assessed against the essential and desirable criteria outlined in the role profile.
2. **First Interview** – An initial conversation designed to explore your professional background, core competencies, and motivation for the role.
3. **Second Interview** – A more detailed discussion with the hiring team, which may include technical questioning, competency-based evaluation, or discussion of relevant experience.
4. **Third Interview (where applicable)** – For certain roles, an additional stage may be required, such as a presentation, case study, or meeting with senior stakeholders.
5. **Offer or Decline** – Following completion of all interviews, we will communicate the final outcome. Successful candidates will receive a formal offer subject to any required pre-employment checks.

While we endeavour to respond to all applications, this may not be possible for vacancies with high volumes of applications.