

## Data Specialist- Investment Management

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Company: Ad Idem Consulting

Location: London Area

Category: other-general

My Client, a top Investment Firm is looking for a junior data analyst , there is a a slant on ESG with this role  
Production and reporting building: Produce content and organise process for ongoing firm level reporting (PRI annual survey; UK stewardship code; NZAM/TCFD, NGO questionnaires) Produce content for client reporting (quarterly reports; online portal updates; bespoke requests; stewardship slides; etc) Support with voting and admin systems: Voting admin and analytical work (coordination of watchlists / alert lists, monitoring voting schedules and ensuring inputs from analysts and stewardship specialists; uploading proxy documents to internal systems; ISS implementation; voting analysis & reports based on the data from ISS and Insightia) Assistance with internal tracking systems (K2, Engagement Reporting Tool, SharePoint, Chatter) Support in searching, sorting and storing materials for company and policy engagements Undergraduate degree Demonstrable interest to, and some knowledge of ESG, sustainability, corporate governance, investor stewardship (inc proxy voting), or related areas Some familiarity with corporate governance and stewardship regulation, proxy voting and voluntary initiatives: Principles of Responsible Investment (PRI), UK Stewardship Code, UK Corporate Governance Code, ICGN Guidelines, SFDR/SRD, TCFD, NZAM is ideal Good technical skills (Excel (including pivot tables, integration with internal databases and design functions), Word, PowerPoint) Good analytical and writing skills Self-motivation and ability to work under pressure You need to have a knowledge of ESG in Investment Management for this role

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