

**CEM BENCHMARKING UK LTD  
ANALYST (PART-TIME AND/OR TERM-TIME)**

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This is an opportunity for a talented professional to work with a niche and globally respected company unlike any other in the world of pension fund management.

You will work with a portfolio of CEM's clients to deliver high quality analysis and comparisons focused on the client's costs and performance. You will produce reports that will help each client to understand how it compares with others and why it compares as it does.

**ABOUT CEM BENCHMARKING**

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CEM is a global benchmarking company headquartered in Toronto, Canada. We work with over 350 pension funds, sovereign wealth funds and other institutional investors. They constitute an impressive list of blue-chip organisations that manage more than £7 trillion in assets. Half of the world's top pension funds use CEM's services.

We are the world leader in assessing value for money in pension scheme management, including investments and pension administration. We are not consultants and have no vested interest in the 'downstream' outcomes of our work. We collect standardised data from clients and then produce comparative analysis that helps each client to:

- Understand its costs and the relationship between its costs and performance.
- Demonstrate oversight on costs for external stakeholders.
- Access data that supports better decision making.
- Gain insights into the world's top funds – how they are organised and what they do.
- Support requests to invest in people or resources.

CEM has a truly unique and differentiated proposition in an increasingly important market sector. No other organisation has access to data from such a wide-range of large funds. Being unique doesn't stop there however, we employ talented people and encourage them to innovate and take responsibility in areas like new business, product development and research.

**ABOUT THE ROLE**

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CEM's business in Europe is growing quickly and we are set to open our first UK office, in Tunbridge Wells, Kent.

Most of our clients are large pension schemes. Working alongside Client Relationship Managers, you will build relationships with these clients, help the clients to supply data in a standard form, validate that data and then create benchmarking reports from standard templates that bring their data to life.



You will be part of a small team, in a small office. You will need to have a hands-on approach and be willing to do whatever needs to be done to help the team. A 'can-do' attitude will be essential.

The appointed individual will:

- Help to maintain a database of clients and contacts and then manage each client through an annual benchmarking cycle.
- Support clients by telephone and email as they submit data to our on-line portal.
- Interrogate the data to identify outlying or incomplete data items and then interact with the client by telephone, email or in meetings to ensure the data submitted is accurate and fit to be compared.
- Create benchmarking reports that accurately and appropriately tell each client's story using standard templates and tools.
- Assist in raising invoices for clients and track/chase the payment of those invoices.

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### SKILLS & REQUIREMENTS

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The role would possibly suit an investment professional or pension specialist looking for a fresh challenge in a new and rewarding area, working with some of the world's top funds.

- Minimum 2 years' experience in the investment or pensions industry
- CFA designation (or progress towards) is desirable but not essential
- Strong interpersonal skills are a must including tact, empathy and patience
- Should demonstrate at least a basic understanding of the cost structures of pension funds
- Strong analytic and computer skills are essential (particularly Excel)
- Occasional travel might be required throughout the UK and possibly internationally though we are willing to respect candidates limitations
- Must be willing to 'muck in' to get things done
- Educated to degree level as a minimum
- Foreign languages are desirable

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### PERSONAL ATTRIBUTES

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This could be the right job for you if you enjoy:

- Working in a small team where you can make a difference
- Working in a professional environment with large pension / investment funds
- Combining analytical and interpersonal skills
- Using data to create stories that, in turn, help clients to improve their decision making
- Working flexibly with a firm that respects you and your work-life balance



## WORKING ARRANGEMENTS

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The role will be located in a newly established office in central Tunbridge Wells. We will be pleased to consider resumes from applicants that wish to work flexibly to accommodate, for example, childcare. We are willing to consider part-time or school-time working for the right candidate and indeed the role may suit someone wishing to return to the workforce in a rewarding and professional role that draws on existing skills and experience.

Please send your CV in the first instance to:

**John Simmonds, MBA, FPMI, Principal**  
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[www.cembenchmarking.com](http://www.cembenchmarking.com)

