

Investment Analyst/ Senior Analyst Private Equity

This position is an excellent entry point into investment management in general and private equity in particular. The Investment Analyst/Senior Analyst will have an opportunity to learn about operational issues in portfolio companies as well as strategic issues at board level.

Responsibility

Assisting Investment Managers in all aspects of private equity investment and portfolio management.

For the current role, the Investment Analyst will be focusing on Portfolio Management:

1. Maintaining day-to-day contact with portfolio company finance/accounting teams and other areas of the business as required.
2. Managing information requests and analyse company data to appraise business and financial performance.
3. Maintaining awareness of relevant market and industry issues for portfolio companies.
4. Assist in identifying potential problems in portfolio companies, recommending preventative and remedial actions.
5. Preparation of regular internal monitoring reports and valuations.
6. Assisting in managing investment realization.

Other activities of the Investment Analyst may include:

- Assist in managing the PE team, including organizing meetings, maintaining schedules, taking minutes and making sure action points are properly followed up by the team members.
- Liaising with internal departments in respect of investment reporting and operational management.
- Other ad hoc projects as required.

Job Requirements

- Education: We prefer candidates graduated from respectable overseas universities.
- Experience: For this role we are looking for candidates with 1-3 years of relevant working experience. Working experience in Finance/ Banking/ Investment/ Management Consulting/ Big Four Auditing is a pre. However, we may also consider candidates from other backgrounds if they have had significant achievements in their career.
- Knowledge: at a minimum, candidates need to have knowledge of basic finance and accounting principles.
- Strong analytical capability, problem solving skills and demonstrated ability to learn quickly.
- Strong communication and presentation skills.
- Proficient in the use of Excel, Word and PowerPoint.
- Strong in written and verbal English.