



## **CAPITAL ASSET MANAGEMENT LTD**

**Post : Investment Analysts**

### **Main duties and responsibilities**

1. Compile advisory reports and make informed recommendations on new investment opportunities and funds that could enhance or diversify portfolios.
2. Perform initial quantitative and qualitative reviews of fund investment opportunities, risks and conducting in-depth analysis of promising opportunities.
3. Assist in asset allocation, management and optimization of various portfolios of clients.
4. Monitor progress at an individual and portfolio level against portfolio delivery plan, highlighting impact of variation where necessary.
5. Appraise projects for financing and prepare appropriate reports.
6. Conduct site visits, client meetings and prepare reports.
7. Assist in preparation of investment agreements and in disbursement of funds.
8. Attend meetings and represent the Company/ Clients in legal cases and analyse legal documents.
9. Liaise with external services providers (auditors, legal advisers, financial consultants etc) for cases that require external advice.
10. Participate in workshops to disseminate information on schemes sponsored by the Company and its clients.
11. Assist in preparation of board and committee papers.
12. Other duties as assigned by Management, within scope of the position.

### **Qualifications and Skills**

- A minimum of 5 years' experience in a similar position or finance related field.
- A Master's degree in Finance, Banking, Accounting, Economics or alternative equivalent qualification. Relevant professional certification will be a plus.
- Excellent analytical skills.
- Excellent computer skills to include Microsoft Office (Word, Excel, Outlook, Power Point).
- Excellent written and oral communications skills.
- Ability to work under pressure and meet deadlines.

### **Disclaimer**

The Company reserves the right to call only the best candidate for interview and not to make any appointment following this advertisement.

27 May 2022