



CAPITAL ASSET MANAGEMENT LTD

Post : Assistant Investment Analysts

Main duties and responsibilities

1. Gather and compile data and prepare reports relating to economic and sector analysis.
2. Assist in security analysis and valuation of securities/ companies.
3. Assist in preparation of quarterly performance reports, annual reports and other analytical reports as may be required.
4. To appraise projects for financing and prepare appropriate reports.
5. Conduct site visits, client meetings and prepare reports.
6. Assist in preparation of investment agreements and in disbursement of funds/ reports including follow-up with investee companies on repayments and rescheduling of facilities.
7. Attend meetings and represent the Company/ Clients in legal cases.
8. Represent the Company or its clients in public and private events.
9. Assist in risk analysis as appropriate
10. Assist in business development and outreach activities.
11. Assist in setting up/maintaining website and other social media platforms.
12. Perform any other cognate duties as assigned by management.

Qualifications and Skills

- A minimum of 2 years' experience in an investment/finance related field.
- A Bachelor's degree in Finance, Banking, Accounting, Economics or an alternative equivalent qualification.
- 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.

15 March 2023