

## Job Description

# Graduate Position: Data Analyst in Investment Management Fund

Organization	Reports to
Investment Management Fund (further "the Fund")	The Manager
Location	Languages
Bratislava, Slovakia (with some travel)	English and Slovak (or Czech)

## General description

The successful candidate will help with building a new Investment Management Fund.

The main focus of a successful candidate will be initially data management and later also the fundamental analysis of public equities and identification of investment opportunities in compliance with the investment strategy of the Fund. The fund plans to invest mostly in regular dividend yielding stocks, fundamentally undervalued stocks and new growth sectors.

The Fund is set up not only to grow the wealth, but mostly to provide long-term steady cash-flows to support some non-profit causes in Slovakia, including education of talented individuals, capability building of non-profit organizations, growth of start-up companies, and mitigating of brain drain.

## Main Responsibilities

- Day-to-day data processing and help with creation and establishment of databases
- Production and reconciliation of data for performance measurement purposes
- Help with selection of benchmark data for attribution analysis
- Data interpretation and creation of summary/performance reporting
- Help with research and monitoring of investment opportunities: responsible for processing companies' data
- Help with financial models and forecasts to support analysis and investment recommendations
- Participation in investment decisions' discussions and calls with external counterparties

## Requirements

<b>Experience</b>	<ul style="list-style-type: none"><li>• Expert computer skills including Microsoft Excel and Word</li><li>• Extensive experience with databases (and ideally also some statistical tools) in a business environment</li><li>• Some experience in the financial services environment will be considered a strong plus</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>• University degree (Mathematics, Informatics, Economics, Finance, Statistics or equivalent)</li><li>• Enrollment in some professional finance qualifications, such as CFA or ACCA, considered a plus</li></ul>
<b>Desired Characteristics</b>	<ul style="list-style-type: none"><li>• A high interest in financial markets, a hard working mind-set, and intellectual curiosity</li><li>• Attention to detail and ability to incorporate qualitative and quantitative analysis into research</li><li>• Strong capabilities to communicate clearly both in written work and in verbal</li><li>• Self-motivated individual thriving in lean organization in which he can influence processes</li><li>• Strong personal skills with ability to work independently</li><li>• Strong work ethic and demonstrated personal/professional integrity</li><li>• Some understanding of financial statements (income statement, balance sheet and cash flow) and basic accounting expertise including financial modeling considered a plus</li></ul>
<b>Contact</b>	