

## Vacancy – Group Investment Portfolio Analyst

### **Company Profile:**

We are a large and diversified group of companies in Abu Dhabi, UAE, involved in Oil & Gas, Engineering, Construction, Chemicals, Industrial, Retail, etc.

We are continually expanding our businesses in the UAE, and focuses on a philosophy of supporting & developing high quality brands throughout the GCC/Middle East region.

Due to our continuous expansion activities, we are currently looking for a high caliber candidate for the post of **Group/Corporate Investment Portfolio Analyst** to be based in Abu Dhabi. This position will be directly reporting to both our Group Chief Financial Officer and Group Finance Manager-Corporate.

### **Primary Purpose of the Role:**

To manage the investment portfolio in accordance with the corporate investment strategy, and meeting the company's financial and management objectives as prescribed by the Group Chief Financial Officer.

### **Key Accountabilities (Primary Role) :**

Primary responsibilities include but not limited to:

1. Evaluating new investment proposals and submitting recommendations within the context of the corporate investment strategy.
2. Monitoring and analyzing existing investments including performance reviews.
3. Administration of investments including purchases and sales, capital calls, dividend distributions, capital distribution, maturity of investments, etc.
4. Preparing periodic and ad hoc reports on the investment portfolio and individual investments.
5. Attending AGMs of investee companies.
6. Liaising with Fund and Investment Managers.
7. Considering implications of economic and business developments affecting the investment portfolio and investment strategy
8. Maintaining knowledge of developments in investment products.

### **Key Relationship**

#### ***(Categories of External and Internal Contacts)***

- Group Chief Financial Officer
- Finance Manager – Corporate
- Financial Accountant
- Investment Managers of Private Equity Funds managed portfolios
- Fund Managers
- Stock Brokers
- Security Commission Authority of U.A.E.

**Key Result Areas / Individual Performance Measures:**

- Investment Analysis
- Publishing Monthly Management Reports
- Publishing Weekly Reports related to Securities

**Capability Profile (what capabilities will be required to satisfactorily meet minimum requirements & basic expectation of the position)**

<b>Qualification</b>	<b>Essential (tick)</b>	<b>Desirable (tick)</b>
CFA level 2/3 or similar	X	
<b>Skills &amp; Knowledge</b>	<b>Essential (tick)</b>	<b>Desirable (tick)</b>
MS Office	X	
Communication Skills	X	
Presentation Skills	X	
Up to date knowledge of Financial/Investment Markets and Products	X	
Knowledge of Arabic		X
IFRS	X	
<b>Experience</b>	<b>Essential (tick)</b>	<b>Desirable (tick)</b>
Minimum 3-5 years current experience in similar position within a recognized and reputable financial institution	X	

Interested candidates should e-mail their CV to [eugene.cerrada@gmail.com](mailto:eugene.cerrada@gmail.com)