

Business Analyst

Description

The Analyst will perform tasks and activities related to fundraising, report writing, budgeting, planning, and coordination. S/he will also participate in environmental, social and corporate governance (ESG) work, Technical Assistance and the associated implementation, monitoring, and quality assurance aspects. **This is a great opportunity for a young professional to work in an American styled professional environment and contribute to the rapid growth of business, in which English is the primary means of communication, both verbal and written.** This individual must have strong analytical skills and be able to multi-task effectively in a variety of roles under minimal supervision.

Job responsibilities

Investment Evaluation and Compliance

- Perform legal, environmental/social/corporate governance (“ESG”), and financial due diligence on a prospective company to receive investment capital and advisory services.

Business Development and Advisory Services

- Evaluate prospective and existing portfolio companies for operational and business strategy deficiencies and make recommendations to the Company’s investment teams on how to improve operational performance.
- Establish the development impact metrics and indicators for each portfolio company and lead the tracking, monitoring and evaluation for each portfolio company’s performance.

Analytics

- Create budgets and projections in Excel and extrapolate that information into reports and proposals.
- Organize the underlying data sets into simple mathematical models that can generate actionable data, charts, tables, and the underlying numerical content that goes into proposals and reports.
- Do market research and analyses as requested

Assist investment team with various other functions, including:

- Client-profile input into AS-Bank 4.0, AS-Accountant 7; Client-package compilation
- Perform marketing and client-calls as requested
- Make site inspections as scheduled; Identify and report the problems

Assist the Finance team in:

- Monitoring the targeted disbursement of funds; prepare memos to support the sequential release of tranches.
- Monitor the timely installments of dues by clients, organize the notifications and follow up calls
- Recording day to day financial transactions and completing the posting process
- Process accounts receivable/payable and handles payroll in a timely manner
- Oversee collateral registration and manage the Credit History Register of the borrowers and investees with the ACRA and Loan Register.
- Any other compatible/complementary tasks as deemed necessary by the management.

Required qualifications

- Minimum of three years of experience in at least some of the relevant fields that span the job description, such as: Finance experience (banking, investment, private equity, fund management, etc.); Compliance; Investor relations; Experience with development banks (for example, EBRD, IFC, DFC) or USAID funded projects is a plus.
- Undergraduate degree in any field related to the experience/skills noted above and/or background in technical and/or natural science along with experience in finance;
- Native Armenian speaker, with fluency in English and Russian languages, both spoken and written;
- Extremely strong analytical skills, problem solving skills, attention to detail, and a willingness and enthusiasm to take on challenging work;
- Self-starter with proven ability to work in a dynamic, fast-paced, high-growth environment where everyone is expected to balance multiple roles and commitments

Travel: Occasional travel in the regions within Armenia as well as to Georgia and Ukraine and any other target country of Gazelle Finance's presence will be required.

Trainings: Any required off-line and online trainings as deemed necessary by the management

REMUNERATION/SALARY: Competitive salary, plus participation in the company incentive program and standard benefits.

Interested candidates should submit a resume to armenia@gazellefinance.com, writing "Business Analyst" in the subject line.