

JOB DESCRIPTION:

Gazelle Finance UCO is looking for a few passionate candidates for the positions of Junior Investment Officer. The incumbents will be responsible for building and managing a portfolio of debt and equity investments in high growth companies in Armenia to achieve a double bottom line of financial return and development impact objectives of Gazelle Finance. The ideal candidate in due time is expected to: (a) contribute to Senior Investment Officers in developing a robust pipeline of investment opportunities; (b) conduct preliminary due diligence to select the top-performing companies for consideration by the Investment Committee (IC); (c) carry-out necessary financial analysis, including building & maintaining financial models; (d) Contribute to presenting the business case in the form of a succinct written investment memorandum and presentation to the IC (d);

The position requires a finance and banking and/or scientific-technical educational background, strong analytical and writing skills, financial modeling skills to carry-out analysis. This position reports to the Senior Investment Officer (SIO),

This position gives unique opportunities to fresh graduates or early career changers to learn modern finance with a western private equity fund. We offer sincere and family type relations within very supportive and tutoring environment in our team with an opportunity of partial remote working and flexible schedule.

JOB RESPONSIBILITIES:

- Assist SIO in originating an investable pipeline of transactions;
- Originating and managing own portfolio of “small cap” transactions in due course.
- Preliminary negotiate debt and equity investment structures with investee companies;
- Support SIOs to prepare investment memorandums, financial models, and other supporting documentation to be presented to the IC for each prospective investment;
- Support SIOs to prepare and deliver reports on financial performance and development objectives for the internal purpose and inclusion in reports to the Fund's board and investors;
- Engage investees on a regular basis for monitoring purposes and to serve as an active risk/growth investment partner of the companies;
- Work independently in small in-country and cross-country Gazelle teams and share knowledge across the Organization;
- Monitor and track financial performance of investee companies to ensure that loan payments are current;
- Researching and analyzing business trends and preparing financial forecasts;
- Identifying trends in financial performance and providing recommendations for improvement.
- Duly accomplish other tasks as requested by Senior Investment officer or top management

REQUIRED QUALIFICATIONS:

- Strong understanding of main phases of investment processes;
- Fresh graduate of Business Administration, Finance or related fields; Science-technical background and desire to learn finance are welcome as well.
- Fluency in Armenian English & Russian languages, including writing skills;
- Experience with legal documents such as term sheets, contracts, and investment agreements would be a plus;
- Ability to work in a dynamic, fast-paced, high-growth environment where everyone is expected to balance multiple roles and commitments;
- Self-starter with a positive attitude, willing to roll-up sleeves and do the actual work and work independently with limited guidance;
- Good networker with great communication and selling skills;
- Willingness to travel occasionally in the region.

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

APPLICATION PROCEDURES: Interested candidates are welcome to send their CV and a cover letter to: armenia@gazellefinance.com indicating the position title in the subject line of the email.