



September, 2014

## **JOB DESCRIPTION**

### **POSITION TITLE: BUSINESS ANALYST**

#### **Job Summary**

<b>Company</b> Creed Capital Offshore s.a.l	<b>Location</b> Beirut	<b>Job Type</b> Full Time Employee	<b>Years of Experience</b> 1 to 2 Years	<b>Education Level</b> Bachelor's Degree	<b>Career Level</b> Recent Graduate
	<b>Industry</b> Corporate Finance				

Creed Capital is an established, relationship-driven, Corporate Finance firm focusing on serving Family Offices and Companies in the EMEA region and managing transactions selectively across the Middle East & Africa. Creed is providing an extraordinary opportunity for a Business Analyst to move into the world of Corporate Finance. This position is responsible for the modeling and analysis that drives key investment decisions or design regional growth strategies through M&A activities. The focus is primarily on evaluation of new investment opportunities and regional business strategies. You will analyze, assess, draft and present recommendations regarding new initiatives.

The successful candidates will assist in the origination and execution of private placements, financial restructuring, Private Equity and M&A transactions and will be involved in all aspects of transaction preparation, financial modeling, due diligence, deal structuring and documentation.

The role will involve working alongside experienced team members throughout the transaction cycle, from pitch stage through to successful execution. In all our projects, you will be given direct access to clients, partners and advisers, and you could have important client facing responsibilities.

#### **Typical work activities include:**

- Provide finance support to the business units, including financial analysis and forecasting, develop and maintain financial models, and create and/or deliver financial presentations.
- Lead cross-functional finance programs such as completing the annual plan, budget, etc.
- Create monthly and quarterly financial statements and provide analysis on results
- Monitor and manage the financial performance goals and metrics
- Advise management on strategic direction, act as finance lead in company's strategic decisions



In addition to financial modeling, valuation analysis, planning, and management reporting at the corporate level, further duties will include:

- Conducting Market Analysis on specific sectors and/or countries
- Preparing or reviewing reports summarizing investment performance, ensure investment activity is entered and reviewing cash flow reports and financial statements.
- Preparing, reviewing and analyzing weekly, monthly, and annual financial statements, budgets and supporting schedules for high net-worth individuals including review of general ledgers.
- Assisting in financial reporting for clients including cash flow statements, and balance sheets. Review coding and reports regularly to ensure accuracy and consistency.
- Assisting in managing adherence to policies and procedures for cash management department including managing projections, budgeting and other financial analysis as needed.

#### **Selection criteria**

- You are proficient in financial analysis, including modeling skills, various valuation techniques
- Strong communication and interpersonal skills, entrepreneurial and team oriented
- Dedication to going the extra mile, self-motivated, adaptable and patient
- Excellent time management and proactive problem solving
- Fun, dynamic individual- brings out of the box ideas to the table.
- Accounting/finance experience, including strong accounting knowledge needed to build valuation models, income statement, balance sheet, and cash flow models.
- Strong working knowledge of Microsoft Office (Excel, Word, PowerPoint and Outlook)
- Bachelor's degree or higher in Accounting and/or Finance
- Proficiency in languages, particularly French & English, is an advantage in this multi-lingual firm.

**Successful candidate will be asked to sign a Confidentiality Agreement.**

In order to be considered please send a word version of your resume to [resumes@creedcap.com](mailto:resumes@creedcap.com) along with recent salary history and a contact number where you can easily be reached. While Creed Capital appreciates all applicants only those qualified will be contacted.