



INVESTMENT ANALYST (JUNIOR)

JOB SUMMARY

We are seeking a motivated and detail-oriented analyst to join our Investment Team. This role offers hands-on exposure to the investment research and fund selection process while providing valuable experience in supporting daily operations, data management, and client deliverables.

Location: City Hall

Position: Investment Analyst (Junior)

Salary: Fixed

Working Hours: 5-day work week, Mondays to Fridays, from 9.00 am to 6.00pm

RESPONSIBILITIES

1. **Support the investment due diligence process** by gathering data, preparing performance summaries, and assisting in qualitative and quantitative analyses.
2. **Conduct preliminary research** on funds, managers, and market trends to support the team's investment decision-making.
3. **Assist in reviewing investment materials** such as fund presentations, investment memorandums, and performance reports.
4. **Prepare and maintain internal documentation** including meeting minutes, investment notes, and internal summaries.
5. **Assist in data management** by updating and maintaining the accuracy of the investment database.
6. **Generate presentation materials and deliverables** for internal discussions and client meetings.
7. **Attend internal and external meetings** (where applicable) to observe and support follow-up action items.
8. **Provide administrative and operational support** to ensure smooth workflow within the investment team.



REQUIREMENTS:

- A Bachelor's degree (all majors will be considered).
- Strong analytical skills with proficiency in Excel and PowerPoint.
- Excellent attention to detail and organizational ability.
- Strong written and verbal communication skills.
- Proactive, reliable, and eager to learn in a fast-paced environment.

LEARNING OPPORTUNITIES

- Exposure to the end-to-end investment review process within a professional fund management environment.
- Experience working with performance data, portfolio analytics, and fund documentation.
- Insight into client servicing and the operational aspects of investment management.

ABOUT HAWKS BURN GROUP

Hawksburn Capital is a licensed fund management company (LFMC) and the wealth management arm of the Hawksburn Group. We are a multi-family office, and our investment team are specialist asset allocators and fund selectors providing global investment and wealth preservation solutions. The Hawksburn Group is an equal opportunity employer with a strong sense of work life balance. The successful candidate will have meaningful exposure to global finance market investments both public and private, while interacting with a truly global client base represented by large family offices and ultra-high net worth individuals.

Interested applicants may submit their updated CVs and cover letter to Ms Lisa Arsad at jobs@hawksburn.com. We regret to inform that only shortlisted candidates will be notified.