

JMMB
JAMAICA MONEY MARKET BROKERS LTD

JOB DESCRIPTION & SPECIFICATIONS

JOB TITLE: Senior Analyst, Group Capital Markets Unit

DIVISION:

DEPARTMENT: Group Capital Markets Jamaica
Head Office, Kingston, Jamaica

SECTION/UNIT:

REPORTS DIRECTLY TO: Chief Country Officer (Jamaica) JMMB Group Capital Markets Unit

SCOPE OF JOB: The Senior Analyst will be responsible for working with and supporting the Corporate Managers in the Group Capital Markets Unit and handling transactions for clients. This position will be directly involved in the commercial, legal and financial due diligence of transactions including financial modelling, market research, risk assessment, deal structuring, and deal execution for existing clients and prospects. The Senior Analyst will assist in delivering the full range of debt and equity products and services to clients, through interaction with clients at the C-suite level, and assist in executing mandated transactions across both debt and equity capital markets and mergers and acquisition advisory services.

The Senior Analyst will support in coordinating capabilities across the capital markets platform, as well as support and help in developing relationships and product partners across the broader JMMB Group, to deliver a One JMMB experience to clients.

This role will be based in Kingston, Jamaica.

IMMEDIATE REPORTEES: Not applicable

MAJOR ACCOUNTABILITIES / DUTIES

- Develops and maintains financial models to depict projected financial results for debt and equity transactions, equity valuations for public and private equity transactions, mergers and acquisitions analysis.
- Performs comprehensive and in-depth company and industry research for all proposed or considered deals; debt and equity.
- Preparation of investor presentations, bid documents and other marketing materials required for client sales presentations, RFP's, offering memoranda and prospectuses.
- Assists in structuring and executing equity and debt transactions including IPO's, APO's, Rights Issues, bonds and preference shares.
- Works closely with the Capital Markets Origination team in the preparation and processing of applications for transaction approval.
- Assists the Chief Country Officer, Capital Markets to develop and maintain customer relationships by providing business analysis, data modelling and research support and performing industry and competitive analysis.
- Ensures transaction application and structure conforms with JMMB's credit, investment and risk policies and procedures as well as local and regional regulations.
- Assists and work closely with the Managers in the Capital Markets Unit, / Chief Investment Strategist / JMMB Group Treasury Team / JMMB Client Investment Management Unit / Corporate Solutions unit and JMMB Bank Corporate Banking teams in Jamaica, Trinidad and Tobago and Dominican Republic to structure and execute debt and equity transactions.
- Monitors industry and market developments, deal flow and regulatory requirements through client visits, networking events and other client interactions and attendance at industry seminars, conferences etc.
- Ensures compliance with all applicable JMMB Group policies, procedures and risk metrics (Credit, Market, Financial Crimes, Operational, Regulatory Compliance) with an emphasis on risk identification, mitigation, monitoring and escalation (where required).
- Transfers knowledge of best practices with respect to financial modelling, risk analysis and deal structure.
- Ability to work with multi-faceted teams comprising persons outside the Group Capital Markets Unit.

EDUCATION, TRAINING & WORK EXPERIENCE REQUIRED:

- 3+ years of Investment banking and capital markets/securities industry experience as an investment banking associate or analyst, research analyst or manager, portfolio manager, private equity analyst/manager
- The ideal candidate should have any or a combination of the following academic qualifications
 - MSc Corporate Finance or similar
 - MBA Finance
 - CFA charterholder
 - BSc Finance (or equivalent) and CFA level 2 or 3 candidate.

- Very high level of quantitative knowledge and financial modelling and excel skills. Expert to working knowledge of spreadsheet, word processing and presentation software a must.
- Licensed by the Financial Services Commission, or a suitable candidate for licensing.
- Very good understanding of the local financial sector, capital markets' products, financial sector instruments, laws, regulations, ethics and professional jargon. Proficient in pricing financial instruments.
- Excellent understanding of financial statements and working knowledge of IFRS.
- Ability to work under pressure, meet strict deadlines and demonstrate initiative.
- Strong interpersonal skills.
- Excellent writing and presentation skills, incorporating ability to explain detailed financial, economic, statistical and industry analysis.

Job Expectations

- Ongoing professional education by way of seminars/workshops and online education.
- Licensed by the Financial Services Commission or suitable candidate for licensing with FSC.
- Ability to travel inter-island and regionally for client meetings, conferences etc.

Leadership Competencies

- Develops talent by creating engaged, inclusive and diverse teams who are empowered to speak freely and act with integrity.
- Creates a compelling vision of the future and translates it into action, linking others' contributions to the success of JMMB Group.
- Demonstrates energy and a desire to succeed; follows through on commitments; pushes self and others to deliver exceptional results.
- Recognizes the need for, takes personal accountability to adapt, and leads others through organizational change.

Core Competencies

- Assesses all of the risks associated with capital markets transactions and activities and puts in place mitigating strategies to ensure activities are in alignment with the JMMB Group's risk management framework and investor's risk appetite
- Knowledge of the values and practices that align customer needs and satisfaction as primary considerations in all business decisions, and ability to leverage that information in creating customized customer solutions.

Job Specific Competencies

- Knowledge of all equity capital markets and debt capital markets products and services and ability to apply this knowledge to structure and execute customized solutions for clients.

- Understanding of effective communication concepts, tools and techniques; ability to effectively transmit, receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.
- Understanding of the issues related to the decision-making process; ability to analyze situations fully and accurately, and reach productive decisions.

AUTHORITY:

- To facilitate group discussions involving problem-solving and brain storming.
- To request required data and support from other Team Leaders/Department Heads/Team Members regarding projects/initiatives.
- To conduct formal discussions regarding deals.
- To independently respond to internal and external queries using knowledge, creativity, initiative and sound judgement.
- To recommend solutions to problems both within and beyond his/her area of accountability.
- To provide guidance and training to Capital Markets Analysts.

LIAISES WITH: External and Internal contacts absolutely essential for carrying out the duties of this position. (e.g. CONTACT – Customers, Regulators; etc).

EXTERNALLY	FREQUENCY & HOW	REASON
Institutional/ Corporate Clients	Daily. Via telephone, in writing, in person.	
Various institutions , groups	As needed, usually each week. Via telephone, In person.	
 INTERNALLY	 FREQUENCY & HOW	 REASON
Group Treasury, Client Investment, Corporate Solutions, Corporate Banking, Finance and Accounting	Daily as required	

WORKING CONDITIONS:

List both the positive and negative working conditions associated with this job (e.g. *PHYSICAL* - office environment, exposure to dust; *SPECIAL* - frequent travel, being on 24-hour call, numerous critical deadlines).

PHYSICAL	FREQUENCY	% OF TIME
Normal office environment and work from home.	Daily	100%
 SPECIAL	 FREQUENCY	 % OF TIME