



## **INTERNSHIP/ ASSISTANT ANALYST**

### **JOB SUMMARY**

We are looking for an intellectually curious self-starter, with a passion for investments and the financial markets. The candidate will undertake financial research and report on prospective investment avenues. The successful candidate will study how an investment is likely to perform and how sustainable it is. You will participate in our sound portfolio-management strategy by providing the necessary data for our decision-making process.

Location : Outram / Tanjong Pagar  
Position : Internship opportunity with potential full-time conversion (3 to 6 months)  
Salary : Fixed  
Working Hours : 5-day work week, Mon to Fri, from 9.00 am to 6.00 pm

### **RESPONSIBILITIES**

1. Perform extensive due diligence on investment opportunities.
2. Conduct detailed qualitative and quantitative analysis based on fund's performance and exposure with an aim to measure against the index and its peers.
3. Analyse investment memorandums which involve:
  - Thorough review of the fund's keys opportunities and risks.
  - Dissection of the firm, fund, and investment strategy.
  - Thorough quantitative analysis which includes performance attribution and breakdown.
4. Attend meetings with fund managers to acquire deeper understanding of the funds' current performance, holdings, macro-outlook views and major changes.
5. Generate deliverables to develop marketing materials, such as fund pitchbooks for client presentation.
6. Monitor market practices and third-party product developments on local and foreign markets.
7. Support of client queries and requests on various investment projects.
8. Assist in maintaining the integrity of our investment database.



### **REQUIREMENTS:**

- Currently pursuing a Bachelor's degree (all majors will be considered).
- The ability to research, analyze and evaluate.
- An eye for design (though not a hard requirement)
- Strong interpersonal and communication (both oral and written) skills are mandatory for this role, and having previous journalistic experience is a strong advantage.
- Strong Microsoft Office skills (PowerPoint, Excel, and Word).
- Passion for investing with some basic knowledge of institutional investment management.

### **ABOUT YOU**

- We are looking for a self-starter who has natural curiosity and a passion for global investment markets. Financial markets knowledge and experience is an advantage, it is not a pre-requisite.
- You must have the ability to combine being self-motivated and working autonomously while being part of a small close-knit team.

### **ABOUT HAWKSBURN 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](mailto:jobs@hawksburn.com). We regret to inform that only shortlisted candidates will be notified.