

Job Specification – Analyst, Due Diligence and Investigations

Salamanca Group

Salamanca Group is a privately owned, Merchant Banking and Operational Risk Management business. The Group has a global presence with a focus on growth markets and complex jurisdictions. We have a strong culture of achievement, a strong client-focus and a strong team spirit. The Group has a distinct and compelling proposition by combining investment, advisory and trust services with operational risk and project delivery expertise. This combination of traditional Merchant Banking practices and values with Operational Risk Management expertise provides us with the ideal platform to truly add value and help our clients meet today's challenges and opportunities. The Group currently has 4 business units which work in synergy to enable business, protect assets and grow capital, helping our clients achieve their personal, corporate and financial goals.

Our Vision

By combining the approach of pioneering merchant banks of the past with a modern day risk management overlay, we aim to become a global leader in the provision of services that enable business, protect assets and grow capital.

People will aspire to be associated with our business which will be underpinned by long term, trusted relationships with our partners, clients and employees.

Salamanca Group – Business Intelligence & Investigations

This business unit conducts due diligence and investigations on companies and individuals, as well as political risk reporting, to expose reputational, political and fraud risks for clients. Our Clients include blue-chip companies, private banks, law firms, high net-worth individuals and developing market investors.

Analysts – Due Diligence

The Business Intelligence & Investigations unit is seeking Analysts to work in the due diligence and investigations practice of its Cape Town office. The core responsibilities will include:

- Researching and writing desktop-based reports on companies and individuals for due diligence and investigatory purposes;
- Presenting findings to case managers and clients; and,
- Developing a sophisticated working knowledge of due diligence and investigations based on rigorous research methodology and identification and use of a range of information sources.

Applications from graduates as well as more experienced analysts are welcome. Due to the international nature of the work, additional languages are an advantage but not essential.

Qualifications & Experience

The successful candidate will need to have the following competencies:-

- A minimum of a Bachelor's degree to a high standard, preferably with honours;
- Excellent written and spoken English with a focus on analysing and presenting complex themes and subjects;
- Excellent research and investigative skills;
- Efficient time management skills with ability to work to tight deadlines;
- Some knowledge of international politics and international affairs;
- Basic knowledge of financial and commercial concepts; and,
- Additional international languages are a significant advantage, but not essential.

Eligibility to work in South Africa is required.

Key Personal Skills & Attributes

The successful candidate will need to have the following skills and attributes:-

- Excellent planning and organizational skills;
- A proven ability to work unsupervised and operate with a degree of autonomy;
- Excellent attention to detail;
- A proactive approach and a willingness to work outside the job specification when required;
- Honesty and reliability;
- Excellent interpersonal skills; and,
- Ability to work under pressure and meet tight deadlines.

In addition to the above, at all times, Salamanca Group seeks to ensure that our **Group Core Values** are central to every part of our business.

It will be a pre-requisite for the successful candidate to reflect and embody our core values as described below:-

- Client, first and fair
- Always go the extra mile
- Esprit de Corps
- Ambassadors, one and all
- Integrity
- Agility & courage

We would be delighted to discuss what we at Salamanca Group collectively stand for and what these values mean to us with any candidates interested in this position.

SALAMANCA **Group**

Merchant Banking
and Operational Risk

Private & Confidential

Contact

Please register your interest by sending a CV, cover letter and academic transcript, or any other enquiries, to ctcareers@salamanca-group.com.