



UNIT TRUST OF SAMOA (MANAGEMENT) LIMITED

JOB DESCRIPTION

Title:	Principal Investment Analyst
Reports to:	Chief Investment Analyst
Salary:	\$61,325.00 – \$81,228.00
Term:	Contract for 3 years
Other Benefit(s):	The staff will be entitled to staff benefits outlined in the Human Resource Management Policy and the Performance Management Manual unless otherwise specified in the contract.

Position Overview

The Principal Investment Analyst ('PIA') reports to the Chief Investment Analyst ('CIA') of the Unit Trust of Samoa (Management) Ltd. The PIA will assist the CIA with identifying of investments, conducting appraisals and relevant reporting required. They are responsible for overseeing and monitoring of performance of the securities held in the investment portfolio and reporting to the CIA accordingly.

The PIA will ensure that the risk, returns and asset allocation are aligned with the necessary compliance measures. They are to carry out financial analysis of current and proposed investments and prepare relevant reports to the CIA. The assessments are to include any warning signals of divergence from targets and policies. They will also be responsible for producing relevant financials forecasts and models for each investment security and the portfolio as a whole. The PIA will be responsible for carrying out investment valuations with the assistance of the CIA. The PIA will assist with preparation of relevant reports required for the CEO, Investment Committee, the Board of Directors and the Trustees.

In the absence of the CIA, the PIA is expected to carry out the duties and responsibilities of the CIA accordingly; this is to be done without any noticeable disruptions to the activities of the Company. They are expected to be able to work in a challenging and pressured environment and be flexible in working in small team of dedicated individuals to achieve annual targets, mission and vision of the Company.

Main Activities

- Assist the CIA in ensuring internal controls are maintained and operations are in accordance with the relevant regulatory compliance requirements
- Assist the CIA in identifying relevant investment opportunities and collate necessary information required for appraising the opportunity
- Active monitoring of the performance of the investment portfolio and the individual securities that it is comprised of in accordance with the Investment Policy to ensure that planned targets are met.
- Active monitoring of the local, regional and global investment environment to identify key indicators that will impact the portfolio performance
- Conduct financial and risk analysis of small to medium scale investment proposals and assist the CIA with large scale investment appraisals and make recommendations to the CEO outlining the best options for investment of funds
- Prepare the monthly investment portfolio reports for the CEO and subsequently the Board
- Assist the CIA in preparation of proposals and conducting of Investment Committee meetings
- Weekly updates of the investment portfolio allocation and returns forecast, monitoring the past, current and expected trends to ensure that the cost of debt and returns on investment are on target
- Perform valuations on existing unlisted equities on an annual basis with the assistance of the CIA
- Assist in structuring of deals and review of necessary investment documents for potential investments
- Assist the CIA with market research for investment opportunities and strategies to execute potential lucrative investments
- Work together as a team to achieve the goals outlined in the Business Plan and to set new goals as existing ones are met
- Familiarize with existing network of investment partners to foster strong relationships
- Work with the Principal Trust Accountant in preparation of Trust's financial accounts
- Any other tasks as directed be it for the Investment Team or for the Company as a whole

Main Outputs

- Weekly & Monthly Investment Portfolio Report
- Monthly Trust Financial Forecast Report
- Timely submission of investment proposals with at least one submitted to CEO each month
- Average annualized return on the investment portfolio per month is at least 7%
- Compliance with relevant regulations, policies and regulatory requirements
- An actively moving investment pipeline
- Monthly updates on status of Business Plan Strategies

Skills/Knowledge

Essential

- A degree in Finance, Economics, Accounting, Investments and/or Financial Analysis with at least six (6) years of relevant work experience in the finance and/or investment industry in Samoa or overseas
- Strong investment analytical skills
- Well versed in the local and regional investment market with a general understanding of the global markets
- Proven experience in financial statements modeling, analysis and interpretation
- Advanced knowledge of databases, spreadsheets and word processing
- Excellent interpersonal and networking skills

Preferred

- Proven work experience in investment and/or project/loan appraisals
- Proven experience in investment risk analysis
- Proven experience in conduction valuation of direct equity investments
- General understanding in offshore investment analysis and familiar with exchange rate forecasting and analysis