

Job Opportunity – Operations Analyst

- Albion Capital is a Brazilian asset management firm, authorized and regulated by CVM, developing structured investment products to finance companies and projects in the sustainable infrastructure space.
- We originate, structure, and manage investments and have specialized in taking a proactive role in the early preparation of investment opportunities and using securitization to generate superior risk-return profiles.
- Albion Capital focuses on innovative and complex ventures where our approach can yield a considerable premium to our investors.
- The concept of the Green FIDC developed by Albion Capital has been internationally awarded.











Job Description

The candidate is expected to support our funds' management operation, prepare reports to investors, assist on the day-to-day activities of the firm and potentially engage in the development of the financial analysis of sustainable projects/companies, perform market research, elaborate material for investors.

- Monitor information of the instruments managed by Albion Capital.
- Conciliation and calculation of quotas.
- Validate portfolio and NAVs.
- Liaise with the fund's service providers such as the administrator, auditors, rating.
- Elaborate reports for internal use and for investors.
- Automate processes and spreadsheets.
- Monitor managerial information of the funds.
- Financial routines of the firm.
- Support with investors' demand.
- Conduct research on different sectors.

Candidate Profile and Selection Process

Candidate Profile

- Bachelor's Degree in Business/Economics/Engineering from top schools.
- 1-4 years of work experience.
- Graduated or expecting to graduate up to December 2023.
- Strong fluency with Excel formulas (VBA and financial modeling is a plus).
- Strong analytical and data gathering skills.
- Self-starter with excellent interpersonal communication and problem-solving skills.
- Ability to streamline functions and passion to learn and grow.
- Previous experience with capital markets and/or investment funds.

Selection process

- Candidates shall send the resume to <u>marcio.passos@albioncapital.com.br</u> up to May. 31.
- Selection process will consist of (i) CV analysis and (ii) interviews.