

## **Junior Associate Analyst or Junior Analyst – Job Description**

*The Junior Associate Analyst/Junior Analyst will be part of the Investment Analyst team responsible for managing a portfolio of Microfinance Institutions (MFIs) in the Americas. **The position is based in Lima, Peru.** The Junior Associate Analyst or Junior Analyst will work on a variety of countries in Latin America and be expected to travel an estimated 30% of the time. He/She will receive in-house training on microfinance financial analysis and BlueOrchard procedures. The Junior Associate/Analyst will participate in the preparation for and in Credit Committees, which will provide an overview of the microfinance industry and its challenges.*

### **Main tasks and responsibilities:**

#### *MFI relationship management:*

Provide administrative support and follow-up of loan documentation, disbursements and repayments

Follow-up and revise loan transaction documents

Monitor of existing MFI partners: monthly analytical review and follow-up

Support Latin America Investment Analyst team to collect and analyze MFIs' documentation and financial information

Support Latin America Investment Analyst Team to draft Credit Committee proposals

Depending on level of experience, eventually be responsible to some client MFI relationships directly.

Help team identify and prospect new clients

#### *Country analysis:*

Research on country risk: macroeconomic, political risks, etc.

Research and update information on the regulatory and competitive environment of the local microfinance sector

#### *On-site due diligence visits:*

Prepare due diligence trips together with team (desk study for existing and new clients + logistics)

Depending on experience perform due diligence alone or with team members,

### **Qualifications:**

Degree in finance, business administration, economics, or related field

2- 5 years relevant working experience in the banking, microfinance or economic development sectors

Proven interest in microfinance and emerging markets

Demonstrated excellent analytical, interpersonal and communication skills (oral and written); ability to work in a team and in a multicultural environment

Fluency in English and Spanish is required

Ability to travel approximately 30% of the time

Self-starter with good work habits and energy

### **Application:**

Please send your CV, cover letter and two professional references to [info.latam@blueorchard.com](mailto:info.latam@blueorchard.com)

Willingness and availability to physically interview in Lima, Peru/  
Be available to start at the latest in January 2011.