



## UNIT TRUST OF SAMOA (MANAGEMENT) LIMITED

### POSITION DESCRIPTION

<b>Title:</b>	<b>SENIOR INVESTMENT ANALYST</b>
<b>Reports to:</b>	Chief Investment Analyst
<b>Salary:</b>	Commencing salary \$38,397.00 per annum
<b>Other benefits:</b>	The staff will be entitled to staff benefits outlined in the Human Resource Management Policy and the Performance Management Manual 2023.

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#### *Position Overview*

The Senior Investment Analyst (SIA) reports to the Chief Investment Analyst (CIA) and is responsible for monitoring and reporting on the investment division's activities. The SIA collaborates with the investment team to oversee investment performance and supports the CIA in conducting investment assessments, due diligence, risk analysis, and the preparation of investment proposals.

The SIA will ensure that returns, risks and asset allocation remain within established targets and adhere to Investment Policy guidelines. The SIA will perform financial analysis of current investments and prepare relevant reports including any warning signals of that indicate deviations from targets and policies. In addition, the SIA will assist in developing financial forecasts and models for each investment.

The SIA will collaborate with the Principal Investment Analyst (PIA) and CIA in analyzing potential investment opportunities, preparing proposals and making recommendations to the CEO. The SIA will coordinate meetings of the Investment Committee and maintain accurate minutes of all discussions.

The SIA is expected to be able to work in a challenging and pressured environment and be flexible in working with a team of dedicated individuals to achieve annual targets, mission and vision of the Company.

#### *Main Activities:*

- Collaborate with investment team members to maintain robust internal controls, ensuring efficient operations that comply with guidelines such as the Trust Deed, Central Bank of Samoa Prudential Guidelines for Unit Trusts and the Investment Policy.

- Actively monitor the performance of the investment portfolio and individual investments based on established indicators to meet planned targets.
- Maintain and update financial information for existing investments for compiling monthly financial analysis reports.
- Assist in conducting financial and risk analysis of investment proposals, presenting clear recommendations for optimal investment options for UTOS funds.
- Prepare monthly investment portfolio reports for the CEO to present to the Board.
- Prepare weekly update of investment workflow for the CEO & Management
- Support the team in preparing investment proposals for submission to the CEO for consideration by the Board and Trustees.
- Regularly update forecasts on investment portfolio allocation returns to track past, current, and future trends, ensuring alignment between debt costs and investment returns.
- Assist with the valuation of existing and potential equity investments as needed.
- Coordinate Investment Committee meetings, recording and maintaining minutes for all discussions.
- Aid in negotiating deals, structuring agreements, and reviewing legal documents related to potential investments.
- Liaise with stakeholders to gather data necessary for monitoring and appraising investments.
- Any other tasks as directed from time to time be it for the Investment team or the Company as a whole.

***Main outputs:***

- Ensure the timely submission of all relevant investment reports
- Maintain up-to-date financial datasets for each active investment.
- Prepare and manage repayment schedules for Capital Notes, Convertible Notes, and Promissory Notes.
- Submit at least one investment proposal to the CEO each month.
- Achieve an average annualized return of at least 7% on the investment portfolio each month.
- Ensure that UTOS consistently complies with all relevant regulations, policies, and CBS guidelines.

***Skills/Knowledge***

**Essential:**

- A relevant degree, preferably a degree in Finance, Accounting, Economics and/or Investment with at least three (3) years of relevant work experience in the finance and/or investment industry in Samoa or overseas.
- Strong investment analytical skills.
- Proven experience in financial statements analysis, interpretation and reporting
- Advance knowledge of databases, spreadsheets and word processing

**Preferred:**

- Proven experience in investment and/or project/loan assessment.
  - Proven experience in the investment risk analysis
  - General understanding of foreign exchange rates & offshore investments
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