



JOB DESCRIPTION

Job title: **Junior Financial Analyst**

Reporting to: Head of Transactions

DDM Group, based in Baar, Kanton Zug, is a rapidly growing international investment company focusing on distressed consumer debts in Eastern Europe. Currently, we are looking for a Junior Financial Analyst to our dynamic team to support this growth.

Job Summary:

The objectives include providing financial analysis, forecasting, modelling and budgeting support to company management and Board. This position will be actively involved in analysis, support and forecasting of operating revenue and expenses. In addition, strong relationship and communication skills are required to liaise with other teams. Involvement in various special and ad hoc assignments will be required.

Responsibilities:

- Prepare and communicate analysis to assist management in their business decision making
- Analyse financial reports and translate them into concise summaries for the management
- Monitor the top and bottom lines to assess if those are in line with the operational and strategic objectives set
- Proactively manage risks, which may have an impact on the company's financial results
- Further develop analytical routines and tools supporting it to secure high quality results, identify and rectify any issues in relation to the relevant KPIs and measurements
- Coordinate and update budgets and forecasts, run financial models to support different budget and forecast scenarios
- Perform financial analysis, identify and provide commentaries on key budget/forecast variances
- Assist in the month end Profit & Loss (P&L) and Balance Sheet close for the Group
- Assist with the preparation and analysis of confidential information
- Perform other duties assigned, as required



Skills, Experience and Attributes:

- Bachelor degree in Accounting, Finance, Business Administration or related disciplines.
- 2-5 years of experience in a professional environment in a finance/business capacity
- Financial management, financial assistant, and/or financial analyst experience beneficial
- Accounting qualification is highly preferred
- Confident, proactive, organized and positive attitude
- Strong time management and organizational skills
- Able to handle multiple projects simultaneously and effectively
- Able to gain respect with both internal and external teams
- Good presentation, leadership, problem-solving, analytical and listening skills
- Able to work with individuals at all levels within the organization
- Good aptitude for dealing with complex systems issues
- Quality improvement-oriented, professional approach
- Excellent command of oral and written English
- Computer proficiency - be proficient or trainable in complex aspects of financial software packages, including QlikView, Excel, Access, PowerPoint, Internet Explorer, and Lotus Notes

Our Offer:

A diverse, dynamic and rewarding position in a growing international investment business, where you will have the opportunity to develop and grow your skills, while directly influencing the performance, growth and professional image of the business.

We are looking forward to meeting enthusiastic, motivated candidates wishing to advance their careers and to contribute to a successful team.

Candidates will require a Swiss work permit.

Applications should be made via DDM Careers Page: <http://www.ddm-group.ch/careers> or via E-Mail: recruit@ddm-group.ch, for the attention of Konstantins Batrakovs.