

Job Profile

Graduate Trainee - Economics and Mathematics

1. **JOB TITLE:** Graduate Trainee – Economics and Mathematics
2. **DEPARTMENT:** Investment Management & Private Equity
3. **REPORTS TO:** Chief Investment Officer

4. PURPOSE OF THE JOB

To conduct research, analysis, and interpretations of economic and financial data and issues, managing and overseeing the overall financial management, rate setting and budgeting for Get Bucks and prepare and deliver presentations on economic matters to the company as well as clients.

5. JOB SUMMARY

To analyze and interpret factual economic statistics, undertaking valuations, develop proposals and drafting reports to explain findings, also contribute to the development of policy determinations involving economic knowledge and provide interpretations of economic significance at the holding company as well as all subsidiaries.

6. JOB SPECIFICATIONS

i. FINANCE

- Implements and control over the implementation of financial transactions at the company
- Creates documentation on the basis of which the company carries out its financial activities
- Develop and monitor compliance with annual and quarterly financial plan
- Undertakes valuations, assessments of projects

ii. CUSTOMER AND INTERNAL STAKEHOLDER MANAGEMENT

- Explain economic impact of policies to subordinates
- Provide guidance and direction to subordinates, including setting performance standards and monitoring performance
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics

iii. INTERNAL PROCESSES (OPERATIONS)

- Reviews and analyzes economic data to prepare reports detailing results of performed research

- Conducts surveys for determining and analyzing occupational employment statistics, wage information, labour supply and demand, tax revenues, and insurance and utility rate structures
- Conducts economic analyses and forecasts on topics such as rate structures, rate adjustments, bond sales, economic impacts and feasibility of construction alternatives, economic and load forecasts, capital improvement projects, economic impacts of new legislation, regulations and contracts utilizing econometric techniques
- Compile, analyze, and report data to explain economic phenomena and forecast market trends, applying mathematical models and statistical techniques.
- Formulate recommendations, policies, or plans to solve economic problems or to interpret markets.

iv. LEARNING AND GROWTH (PEOPLE)

- Provides leadership and technical expertise for conducting large-scale research projects involving multiple departments and agencies
- Manages the allocation of staff and other resources among projects and research studies
- Identify new business opportunities and work with team members to win new work
- Generate new ideas for fundable, policy-focused research projects

7. PRINCIPAL ACCOUNTABILITES:

- Analyze reports from research using mathematical models and statistical techniques
- Identifies economic indicators in respect to trends of the national and local economies
- Employs principles, theories and practices of economic, demographic and statistical analyses, and research practices
- Assesses economic impact of tax laws and proposals, and makes projections of anticipated revenue collection
- Evaluates rate structures, cost of money, rates of return, and other economic parameters of the insurance and utility industries

8. KNOWLEGDE

- Economic and accounting principles and practices, financial markets, banking and analysis, and reporting of financial data
- Arithmetic, algebra, geometry, calculus, statistics, and their applications
- Micro- and macro-economic theory
- Governing laws, ordinances, rules and regulations regarding constraints, controls, budgets, and expenditures
- Principles and practices of research and survey sampling techniques
- Principles of econometrics and forecasting and micro and macro-economic theory
- Economic indicators relative to national and local economic trends
- Graphic and narrative techniques for the presentation of data
- Mathematics and statistical theory
- Enterprise resource planning systems for finance, budget, general ledger, human resources, and other management systems and software programs

9. MINIMAL EDUCATIONAL REQUIREMENTS:

- Bachelor's Degree in Economics, Mathematics or finance

10. EXPERIENCE AND TECHNICAL KNOWLEDGE:

- Technical understanding of performing quantitative analysis and economic and demographic forecasting and analyzing and interpreting economic and survey data and reports

- Technical understanding of mathematical and statistical compilations and performing quantitative analysis

11. COMPETENCIES AND SKILLS:

- Mathematical and statistical compilations and performing quantitative analysis
- Graphic and narrative techniques for the presentation of data
- Interpersonal skills to interact effectively with personal contacts in a business-like, customer service oriented manner, and maintain favorable public relations
- Good knowledge of legal requirements and procedures
- A high degree of autonomy and responsibility
- Brilliant oral and written communication skills.
- Highly-analytical with strong attention to detail
- Proven ability to work under pressure and to meet deadlines.
- Good computer literacy (MS Office, Excel, Power Point).
- Ability to receive and execute instructions.
- Strong analytical skills.
- Financial and business acumen essential.
- Report writing. Analysis and presentation essential.