About the Company

Albourne is a specialist consultant firm which advises investors on alternative asset classes. Established in London in 1994, we offer services that include Portfolio Advisory, Strategy & Operational Research, and Risk Management.

Our clients are sophisticated investors such as Family Offices, Endowments, Foundations, and Public & Corporate Pensions around the world, and they have over $450 billion invested in alternative assets including hedge funds and private markets.

 Albourne has a truly global impact, with 11 offices spanning 18-time zones. Centrally located, our ever-growing Cyprus office has been a vibrant hub for almost 20 years, housing a multi-skilled staff base that collectively speaks 14 languages.

Occupying a space of over 1970 sq. m. in Nicosia, more than 150 employees work together in a space designed to enhance teamwork, encourage communication and help people maximise their potential

Since 2015 our regional headcount has grown more than 115% and we continue to add and expand our team and Cyprus presence.

# Hedge Fund Investment Due Diligence Support Analyst

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| **Job Summary & Purpose**  By combining quantitative and qualitative skills, the Investment Due Diligence (IDD) Support Analyst will provide support to Senior Investment Strategy Analysts globally. The role will include monitoring Hedge Fund position data and preparing research reports.  **Primary Responsibilities:**   * Prepare and review watch lists of holdings in actively monitored hedge fund portfolios. Daily aggregation and dissemination of stock prices and noteworthy industry related news. * Supporting Albourne’s Investment Strategy Analysts with the preparation of research reports. * Review fund newsletters and prepare newsletter summary reports; monitor media for pertinent news and prepare media summaries. * Work closely with Investment Strategy Analysts to ensure transfer of knowledge and delivery of various projects in a timely manner. * Maintain Albourne’s internal knowledge management system with accurate and timely information. * Participation in internal group calls to transfer knowledge of Hedge Funds within the group. * Aid in the preparation of information for clients and response to “ad hoc” requests |
| **Qualifications/Other Requirements:**   * University degree with a Business/ Economics/ Finance background. * Minimum of 2 Year’s work experience within Finance or Economics. * Excellent command of the English language as well as exceptional communication skills (both oral and written). * Understanding of Alternative Investment Strategies and key concepts in Investment Finance will be considered an advantage. * Strong data entry skills, with emphasis on attention to detail. * Ability to meet tight deadlines and service business needs out of ordinary office hours. * Proficient user of Microsoft Office (advanced literacy in Microsoft Excel will be considered an advantage). * Highly organized and professional demeanour, with both colleagues and clients. * Ability to work autonomously and in a team environment, performing under tight deadlines. * Strong work ethic with an aptitude for learning and a problem solver. * Attend company events as requested. Travel upon request * Sign and comply with terms of Albourne Compliance Manuals and procedures   **We are an Equal Opportunity Employer**  **Interested candidates can e-mail their Cover Letter & CV to** [personnel-cy@albourne.com](mailto:personnel-cy@albourne.com)  **Please mention position applied for in the subject heading**  **Only successful candidates will be contacted** |