

नेपाल धितोपत्र बोर्डबाट सचेन्ट बैकरको रुपमा कार्य गर्न अनुमतिपत्र प्राप्त संस्था



**गारिमा क्यापिटल लिमिटेड**  
**GARIMA CAPITAL LIMITED**

(A Subsidiary of GARIMA BIKAS BANK LIMITED)

समृद्धिको सारथी

## TERMS OF REFERENCE

### **Functional Title: Head - Research and Product**

Corporate Position: Assistant Manager (AM)

Required No: 1

Garima Capital Limited is a Merchant Banker, licensed by Securities Board of Nepal (SEBON) to render 'Portfolio Management Services' (PMS). It has also obtained Depository Participant License from CDS & Clearing Ltd. to render DP Services. Company is on the verge of obtaining full-fledged Merchant Banking License including Mutual Fund Manager License. The Company is located at Kamal Pokhari Ward-01, Kathmandu, Nepal.

Our core team comprises of qualified finance professionals which shall enable us to provide prompt and thorough service to our valued Clients. We encourage an open and collaborative working environment in which everyone has the opportunity to deliver her or his best. We foster professionalism, excellence, cooperation among our employees and high standards of business ethics.

### **Position Summary:**

The position holder is responsible to take both direction and work intuitively to maintain a favorable public image of the Company. The work area includes research and product development where the position holder shall be involved in managing Research Unit and Product Unit.

We are searching for a candidate who should be adept at reading financial statements and other key summary report statements issued by publicly traded companies. Candidate should be skilled at flagging warning signs of poor future performance and other abnormalities reflected in company's financial statement.

The position holder should be hyper-organized and able to distill the broader meaning behind the quantitative information they learn in order to efficiently convey the potential direction of prices. Position holder should be able to cull data from multiple sources and should be skilled at using data manipulation software and other programs used in the storage of data sets. Position holder shall be responsible for the identification, study, analysis and development of new products as per the market/customer's needs as well as company's objectives and guidelines. This position holder shall also be responsible for improvement of existing products and services of the company.

## **Duties and Responsibilities:**

The duties and responsibilities of a **Head – Research and Product** includes:

- Manage teams within the *Research and Product Department*, set and monitor team objectives, including identification of training requirements, facilitating it and sharing the knowledge & experience.
- Prepare in-depth equity research reports.
- Facilitate for the leading-edge research, including collaborative and interdisciplinary Research, in the areas of meeting the investment objectives.
- Develop mutually beneficial relationship with the market participants to get insights of the market.
- Develop strategic plan for the Research Department.
- Represent the interest of the Research Department with Senior Management, Investment Committee and BOD.
- Verify and approve the Reports (Research Report) prepared and submitted by the Team Members.
- Attend Programs, seminars, training sessions that enhances the Research techniques to perform analysis of the company.
- Analyze policies and circulars issued by Nepal Rastra Bank, Insurance Board, Securities Board of Nepal and other regulatory bodies.
- Examine and assess economic and market trends, earnings prospects and various other indicators and factors to determine suitable investment strategies.
- Keep informed and updated with the latest happenings and developments in and around the world.
- Call daily and weekly meetings to share the market analysis and outlooks with the Research Team.
- Perform Valuation and Financial Modeling of the Companies.
- Co-involvement in preparation of ‘Scoreboard’ on annual basis.
- Conduct Performance Appraisal of Research Team Members.
- Join the Meeting between and among the Research, Investment and Trading Department Team.
- Devise thorough/detailed **Product/Scheme Paper** regarding any new/updated product and services.
- Develop an understanding of Company’s existing products to meet company’s current and future needs.
- Understand the business needs, processes and concepts to develop clear and thorough new products and services.
- Identify key challenges and develop appropriate solutions.
- Any other work assigned by senior officials.

## **Qualification and Experience**

- CA/ACCA/CFA/MBA or equivalent.

- At least 3 Years of experiences in relevant field.

**Required Skills and Attributes:**

- Research and Analytical Skills.
- Excellent Communication Skills.
- Ability to work under stress and rush circumstances.
- Ability to work for long stretched hours.
- Punctual and Motivated.
- Adaptable and Flexible.
- Strong Work Ethics and Positive Attitude.
- Strong analytical, Problem-Solving and Decision-Making Skills.
- Excellent Capital market research and report writing skills.
- Sound knowledge of Investment and Securities Market of Nepal as well as International.
- Strong knowledge of Financial and Investment Products and latest development around the globe.
- Ability to adopt Strategic & Analytical way of thinking and decisiveness.
- Ability to demonstrate Adaptable and Flexible behavior.
- Ability to work in a team as well as independent functioning.
- Ability to showcase the Research & Analysis, Data Analysis skills.
- Leadership and team work.

**Salary and Benefits:**

As per Company's Policy.

**How to apply:**

Interested candidates are requested to send their formal application to [recruitment@garimacapital.com](mailto:recruitment@garimacapital.com) by **12<sup>th</sup> September, 2022 (27<sup>th</sup> Bhadra, 2079)** before 17:00 hours.

***Selected Candidates are required to attend interview. The company retains the right to reject one or all applications without assigning any reason whatsoever.***