



गरिमा क्यापिटल लिमिटेड GARIMA CAPITAL LIMITED

(A Subsidiary of GARIMA BIKAS BANK LIMITED)

समृद्धिको साथी

TERMS OF REFERENCE

Functional Title: Research Analyst

Corporate Position: ACCA Trainee

Required Nos: 2

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 perform research, collect the data & information, analyze the information, use the data to help in decision-making. The research analyst studies the data and presents his or her recommendations to the supervisor.

This position reports directly to the Senior Research Associate.

Duties and Responsibilities:

The duties and responsibilities of a **Research Analyst** includes:

- Gather the data required for the complete analysis of the company and/or scrips.
- Prepare Daily Stock Screen.
- Assist in the preparation of Equity Research Report.
- Perform qualitative and quantitative research and consultation on relative markets.
- Keep up-to-date knowledge of the industry and related markets being researched.
- Contact companies and agencies who can provide useful financial data.
- Communicate with business leaders, financial officers and market representatives.
- Create clear and useful reports and recommendations for organizational use.

- Prepare market summary on periodic basis to be published on the company's website or social media platform.
- Assist in writing research reports with your findings, to be published to the community and media.
- Maintain constant coverage of industry-related news, trends, and developments. Disseminate your insight when appropriate to internal and external stakeholders.
- Prepare reports and presentations to provide the insights about the data which will help in decision-making.
- Use various research and analytical tools.
- Keep oneself updated about the current capital/investment market trends and analysis.
- Actively participate in team collaborative learning and brainstorming activities to assist the supervisor in introducing new products/services in the capital/investment market.
- Organizing and storing data for future research projects.
- Any other work assigned by senior officials.

Qualification:

- Semi- Qualified ACCA
- Age not exceeding 25 years.

Required Skills and Attributes:

- Research and Analytical skills.
- Good communication and interpersonal skills.
- Knowledge of securities and investment markets.
- Ability to work for long stretched hours.
- Ability to work under stress and rush circumstances.
- Leadership and team work.
- Strong work ethics and positive attitude.
- Adaptable and Flexible.
- Punctual and Self-motivated.
- Sound Microsoft office knowledge and skills.
- Excellent capital market research and report writing skills.
- Comfortable with finance, accounting and capital market related terminologies.

Salary and Benefits:

As per Company's Policy.

How to apply:

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

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