

## Startup Bangladesh Limited

Bangladesh Computer Council

Information and Communication Technology Division

Concord Silvy Heights (8th Floor), 73A Gulshan Avenue, Gulshan-1, Dhaka-1212

[www.startupbangladesh.vc](http://www.startupbangladesh.vc) | [info@startupbangladeshvc.gov.bd](mailto:info@startupbangladeshvc.gov.bd)

### JOB OPPORTUNITY

**Position:** Investment Analyst (1)

**Report to:** Manager, Investment

#### Principal Job Role/Accountabilities

- Work closely on a daily basis with Investment Manager and investment subject matter experts on-
- Screen and evaluate entrepreneurs' pitch decks based on set guidelines, conduct interviews with entrepreneurs
- Conduct market research on investment sectors and themes and prepare investment memos as applicable
- Facilitate the due diligence process identify key investment merits and considerations through qualitative and quantitative analysis, meetings with fund managers, strategy review, reference checks and on-site visits, etc.
- Conduct research on startup - trends, best practices, identify gaps/opportunities and venture capital industries
- Evaluate the startups from valuation and other investment metrics perspective
- Develop and deliver research presentations to investment team, partners and relevant parties
- Analyze Financial Statements and document that need to prepare for the company
- Customize Financial Plans and write clear and well-informed investment recommendations based on thorough research and analysis
- Perform regular administration duties of all investments
- Participate and contribute in investment decision making process
- Prepare memoranda and assist Head of Portfolio Investment and Investment Manager in investment discussions with internal investment committees
- Review quarterly reports and related materials
- Support Head of Portfolio Investment and Investment Manager in organizing meetings with stakeholders and startups, and prepare meeting notes
- Identify & help build partnerships with new investors and devise engagement strategies for them
- Assist Startup Bangladesh team in carrying out activities related to supporting entrepreneurs in the pre- and post- funding stages
- Assist in creating collateral documents like investment memos, pitch decks and financial models and coach the entrepreneurs in mock pitches if necessary
- Participate in events that help build the ecosystem for diverse entrepreneurs in tech industry and be an advocate of Startup Bangladesh Ltd.
- Support and mentor startups to become investment-ready
- Track and model expected future cash flows
- Contribute positively to the company's culture and thought leadership

#### Job Requirements:

- At least 6 years of professional experience in relevant field with strong knowledge in financial modelling & valuation. Must have substantive work experience locally or globally in private equity, VC, banks, investment management/strategic consulting.
- Minimum bachelor's degree in Business, Finance, Accounting, Management, Economics, Entrepreneurship, or any relevant subject. Must hold a professional degree such as Chartered Accountants/ACCA/Certified Financial Analyst (CFA) or relevant certification from a reputable institute
- Knowledge on Bangladesh Startup Ecosystem, startup investment and early-stage venture
- Strong business research skills
- Ability to work collaboratively with entrepreneurs and other clients from diverse backgrounds is highly desirable
- Strong interpersonal, communication, and written skills
- Demonstrated experience with social impact startups and enterprises
- Deep network in local founder, VC and angel investors



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a venture capital fund



- Demonstrated success working with a diverse team and as a strong team player
- Willing to work in a highly demanding and result-oriented environment
- Strong attention to details and ability to prioritize
- Professional attitude, intellectual curiosity, good team player, customer service orientation
- Good proficiency in MS Excel, Word, PowerPoint, and relevant analytics/data visualization packages (Power BI/Tableau)
- Strong analytical and quantitative skills
- Solid problem-solving capabilities
- Strong Interpersonal Skills
- Excellent English & Bangla communication skills – both written and oral

**Location:** Dhaka, Bangladesh

**Compensation:** Commensurate with experience

**Application Procedure:**


(1) Interested candidates may apply with detailed Curriculum-Vitae along with a cover letter, copies of education and experience certificates, copy of national ID card/nationality certificate, copy of recent passport size color photo in closed envelope to reach the Company office at Concord Silvy Heights (8th Floor), 73A Gulshan Avenue, Gulshan-1, Dhaka-1212 Or may apply online sending soft copy of Curriculum-Vitae and scan copy of other documents to the email address: [career@startupbangladeshvc.gov.bd](mailto:career@startupbangladeshvc.gov.bd) by 15/03/2022 mentioning subject as 'Application for the position of Investment Analyst' drawing Attention to Managing Director.

(2) Only short listed candidates will be called for interview.

(3) The authority of Startup Bangladesh Limited reserves the right to cancel any or all applications without assigning reasons whatsoever.

Date: Feb 28, 2022

Memo: 56.07.0000.002.11.010.21-328

  
Sami Ahmed  
Managing Director