

Position: IR Analyst

Company: Confidential – UAE Financial Institution

Contact: info@meira.me

Purpose:

Provide necessary analytical and research support to the IR team pertaining to communication with market, analyst and investor communications.

Key Responsibilities:

- Assist in preparation of press releases and discussions materials for investor meetings, roadshows, IR events and other related activities by ensuring all other necessary logistics are organized.
- Plan and organize webcast to communicate financial results and business strategy,
- Coordinate analysts and investor meetings and maintain logs and call reports for analysts and findings.
- Attend business, social and other IR functions to communicate and strengthen relationship with investor community.
- Maintain record of all investor and analyst contacts and meetings using spreadsheets or IR reporting tools.
- Assist in the development of business presentations to be used in IR roadshows, meetings and other departmental activities.
- Maintain and update the DIB IR website and app.
- Manage the IR research portals and tools.
- Support the execution of the new IR projects and initiatives.
- Ensure compliance with the approved policies, procedures, SLAs and regulatory requirements to maintain quality standards and ensure risk mitigation.
- Ensure all assigned tasks and projects are executed within the approved policies, procedures and SLAs of the department.
- Handle IR inbox and liaise with the concerned internal team members to ensure attending to the queries on time.

Candidate Background

- Bi-lingual (English/Arabic)
- Financial or research or equity analyst.
- Previous experience working on investment / commercial banks, financial institutions, brokerage firms, asset management institutions.
- Strong on financial and research reporting and writing.
- CFA passer or who is currently undertaking CFA.