

## Analyst, SME Finance & Development (m/f)

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Analyst, SME Finance & Development

Ref: 60010604-3

Country: Bosnia and Herzegovina

City: Sarajevo

Department: Banking

Business Unit: SME, Finance and Development

Closing date for applications: 16 September 2016

### Role Overview

The Small Business Initiative Finance & Development Group ("the SBI F&D" /"the Group") is responsible for delivering the Small Business Initiative ("SBI"), a new Bank-wide strategic initiative dedicated to support and develop the institution's SME business. In particular, the Group is responsible for the strategic consolidation and coordination of all the Bank's activities in the SME sphere and provides the direction and framework necessary to create, lead, and coordinate the SBI, ensuring a more integrated and prioritised approach towards the SME sector.

The Enterprise Expansion Fund (ENEF) is a fund set up by initial investors including the EBRD (which also represents Italy as shareholder), the European Investment Fund (EIF, which also represents the EU as a shareholder) and the German DEG. ENEF constitutes one of the pillars of the Western Balkans Enterprise Development and Innovation Facility (EDIF) an initiative of the EU, the EBRD and the EIB. The ENEF is set up to support local SMEs and corporates in 7 countries across the Western Balkans and Croatia, by providing them finance and technical assistance to promote their development and expansion.

### Accountabilities & Responsibilities

- Proactively contribute to the execution of ENEF projects in Bosnia & Herzegovina in all aspects of project preparation (generation, due diligence, input for project documentation for submission to and approval by the Bank, legal, closing, monitoring), ensuring that quality of own work is consistent with EBRD standards.
- Be actively involved in the monitoring of ENEF/SBI portfolio projects, including the preparation of regular monitoring reports, managing client relationships and recommendation on disbursements, waivers and resolution of issues.
- As requested, provide input to the Regional Head of SBI and the Head of Sarajevo RO for setting business direction for the sector in the region and the country.
- Identify and recommend potential contacts within the local business community in the context of

the ENEF/SBI business.

- Assist in the review and quality control of legal agreements, prepare financial and other due diligence analysis as request by line manager and more experienced team members.

#### Knowledge, Skills, Experience & Qualifications

- Strong relevant academic background
- Relevant and commercial work experience, preferably in a corporate finance function advisory services of the "Big 4", an accredited audit company, commercial bank or International Finance Institution ("IFI" )
- Prior experience working with loan documentation and loan operations; understanding of investment and financial analysis and application in investment decisions and transaction structuring
- Strong numerical, analytical, and spreadsheet skills; attention to detail and high degree of accuracy essential
- Excellent written (report writing, correspondence) and verbal communication skills
- Demonstrable initiative, business drive and judgement to monitor projects and implement innovative solutions
- Ability to take responsibility, work independently and proactively as a member of a small integrated team
- Demonstrable strong organisational skills coupled with ability to prioritise work, adapt quickly to continuously changing priorities and learn on the job
- Strong interpersonal and communication skills
- Very strong written and oral communication skills in English and local languages.

#### Diversity Matters

Diversity is one of the Bank's core values which are at the heart of everything it does. A diverse workforce with the right knowledge and skills enables connection with our clients, brings pioneering ideas, energy and innovation. The EBRD staff is characterised by its rich diversity of nationalities, cultures and opinions and we aim to sustain and build on this strength. As such, the EBRD seeks to ensure that everyone is treated with respect and given equal opportunities and works in an inclusive environment. The EBRD encourages all qualified candidates who are nationals of the EBRD member countries to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities.

#### Apply for this job

**Lokacija:** Sarajevo  
**Datum objave:** 02. Sep 2016.  
**Datum isteka:** 16. Sep 2016.