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# Example of Investment Banking Analyst Job Description

Our growing company is hiring for an investment banking analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for investment banking analyst

* Assist in the preparation of company valuations, financial models, company marketing documents and client presentations in addition to performing research and various analyses in support of new business generation
* Develop your skills through broad exposure to both junior and senior bankers
* Liaise with IBD Bankers, Industry CFOs, Business Unit Leaders and Business Unit Managers to determine the correct disposition of balances
* Review advisory related transactions at all stages in the lifecycle to determine recoverability of transaction costs
* Prepare Client and Co-Managed Invoices and Expense Runs
* Follow up on Aged Receivables
* Work closely with Controllers to ensure fees are accurately reflected on the firm’s books and records
* Reconcile breaks in the firm’s syndicate sub ledger and general ledger, breaks within IBD system flows
* Monitor the opening and closing of both IBD and non-IBD syndicate accounts
* Post month end IBD receivable balances and reserves to the general ledger

## Qualifications for investment banking analyst

* Experience of managing a small team or mentoring would be advantageous, though not essential
* Basic technical skills for extracting and analysis data, SQL and XML, beneficial
* Transaction implementation and support
* Support in marketing and origination
* Company and industrial research
* Support the existing team