

APPENDIX ONE:
Job Description



POSITION TITLE:	Analyst
LOCATION:	Investment Banking
REPORTS TO:	CEO – Investment Banking

POSITION SUMMARY

This role is responsible for assisting in originating and executing investment banking transactions for Craigs Investment Partners (CIP), including mergers and acquisitions, IPOs, placements and other debt and equity capital raisings, and contributing to the origination and execution of transactions for other business units of CIP.

We are seeking individuals with 1-2 years relevant work experience.

KEY RESPONSIBILITIES

While the majority of the work for an Analyst is execution based, individuals at this level also have exposure to origination work.

Specifically, Analysts will be responsible for:

- Financial analysis modelling and valuation work
- Preparation of presentations / pitch documents and reports for prospective clients
- Liaison with and coordination of external parties such as clients, agencies, law firms, accountant firms, regulatory institutions, investors etc
- Conducting and co-ordinating due diligence
- Working cooperatively with other divisions of CIP
- Assisting in identification of cross-selling products and services of other CIP business units where appropriate
- Other responsibilities discussed and required over time

CONTINUOUS LEARNING

- Maintain current knowledge of capital markets, transactions, research, appropriate NZX Rules and regulatory environment / Government Legislation with regard to developments / processes in investment banking.
- Knowledge of all CIP products, services and fee structures.
- Complete all Company, regulatory and NZX training as required to maintain required accreditation and / or minimum requirements for the role set by the Company.
- Maintain the Investment Banking core competencies as set down by the firm from time to time.