

Investment Analyst – Family Office

Location: Riyadh, Saudi Arabia

Experience: 2–3 years

Qualification: CFA (Level II preferred; CFA charterholder a plus)

Employment Type: Full-time

About the Role

We are seeking a highly motivated and analytical **Investment Analyst** to join our Family Office investment team. The successful candidate will support the evaluation, execution, monitoring, and management of investment opportunities across **private markets**, with a particular focus on identifying high-quality companies and attractive long-term investment opportunities.

This role is suited to an individual with strong financial analysis skills, sound investment judgment, attention to detail, and a genuine interest in investing.

Key Responsibilities

- Conduct detailed financial and investment analysis of prospective investment opportunities.
- Build and maintain **financial models**, including DCF, comparable company analysis, transaction analysis, and scenario/sensitivity analysis.
- Prepare investment memoranda, investment committee presentations, and recommendations for senior management.
- Conduct **commercial, financial, and industry due diligence** on prospective investments.
- Analyze company financial statements, business models, competitive positioning, growth prospects, and key risks.
- Evaluate investment opportunities based on expected **IRR, MOIC, valuation, downside risk, and potential exit scenarios**.
- Monitor existing portfolio companies and prepare periodic performance reports covering financial and operational KPIs.
- Conduct market, sector, and competitor research to identify emerging investment themes and opportunities.

- Assist with deal execution, including reviewing term sheets, cap tables, shareholder agreements, and other transaction documentation.
- Track portfolio valuations and investment performance.
- Support the preparation of quarterly and annual investment reports for the Family Office.
- Maintain databases of investment opportunities, market data, valuations, and transaction comparables.
- Work closely with external advisors, investment banks, fund managers, lawyers, auditors, and other stakeholders.
- Support senior investment professionals in developing investment theses and presenting recommendations to the Investment Committee.

Candidate Requirements

- **2–3 years of relevant experience** in investment banking, private equity, venture capital, asset management, family offices, transaction advisory, or a similar investment role.
- **CFA qualification or active progress toward the CFA Program**; CFA Level II preferred.
- Bachelor's degree in **Finance, Accounting, Economics, Business, Engineering**, or a related discipline from a reputable university.
- Strong understanding of **financial statements, valuation methodologies, corporate finance, and investment principles**.
- Strong financial modelling and Excel skills.
- Ability to independently conduct company and industry research and form a clear investment view.
- Strong written and verbal communication skills, with the ability to present complex financial information clearly.
- High attention to detail and strong analytical and quantitative skills.
- Ability to work under pressure and manage multiple investment opportunities simultaneously.
- Strong commercial judgment and intellectual curiosity.

- Fluency in **English** is required; Arabic is an advantage.

Preferred Experience

Preference will be given to candidates with experience in:

- Private equity and venture capital investments
- Saudi/GCC markets
- Technology and high-growth companies
- Investment due diligence
- Financial modelling and valuation
- Portfolio company monitoring
- Investment committee materials and presentations

What We Offer

- Direct exposure to senior decision-makers and the Family Office's investment strategy.
- Opportunity to work across **private equity, venture capital, and other investment opportunities.**
- Significant exposure to the full investment lifecycle, from sourcing and due diligence through execution and portfolio management.
- A highly entrepreneurial and intellectually challenging environment.
- Competitive compensation based on experience and qualifications.

The ideal candidate is someone who combines strong technical investment skills with commercial judgment, curiosity, and the ability to develop an independent view on an investment opportunity.

To apply: info@archer-investments.com