

ESG Analyst (Sustainable Finance)

Alternative titles:

Investment Analyst (ESG)
Responsible Investment Analyst
ESG Associate

Role Purpose:

Support senior members of the Sustainable Finance team on the integration of ESG and responsible investment principles into the investment portfolio. This role conducts ongoing research and analysis to maintain a register of ESG thematic, existing policies and frameworks, and incoming changes that will have a material impact on the portfolio of investments.

Accountabilities:

- Conduct desktop research for due diligence on upcoming transactions including company research.
- Conduct research and keep abreast of industry updates on ESG topics, including climate risk, environment and biodiversity, human rights, and mandatory disclosures across relevant jurisdictions.
- Assist in building and updating ESG frameworks across asset classes.
- Assist in monitoring of ESG performance across asset classes and portfolios.
- Generation of regular reports for presentation to internal teams, Executives, the Board, and external stakeholders which may include investors and shareholders.
- Support with information requests from investors that require coordination with internal teams to collect data across the various asset classes, e.g., ESG questionnaires.
- Support senior members of the team with collateral for engagement programs with listed company boards.
- Support the administration of proxy voting processes and formation; and reporting of voting decisions.
- Contribute to the development of ESG policies & guidelines, and ongoing measurement and reporting of performance.
- Visualisation of non-financial data to inform management and investor decisions.
- Assist in the preparation of Investment Committee/Board papers.

Experience/Skills:

- Relevant tertiary qualifications – financial services background preferred.
- Excellent analytical skills and ability to translate quantitative data into qualitative messages.
- Advanced skills in Excel, Power BI or equivalent desirable
- Proven experience in research and the development of investment focused reports.
- Ability to complete due diligence for providing advice.
- Excellent written and verbal communication skills.
- High attention to detail and ability to develop and follow reporting guidelines.

Years' experience:

- 0-5 years' experience

Number of reports:

- Direct: 0
- Indirect: 0