Financial analyst internship

About us:

The Luxembourg Finance Labelling Agency (LuxFLAG) is an independent, not-for-profit association created in Luxembourg in July 2006. LuxFLAG supports the financing of sustainable development by providing clarity for investors through awarding its labels to investment funds in Responsible Investing sectors. Currently LuxFLAG offers five labels – LuxFLAG ESG Label, LuxFLAG Microfinance Label LuxFLAG Environment Label, LuxFLAG Climate Finance Label and Green Bond Label. The objective of the label is to reassured investors that the labelled investment fund invests most of its assets, directly or indirectly, in the microfinance or environment sectors in a responsible manner.

Position details:
Responsible to: Director Operations
Hours: 30- 40 hours per week
Location: Luxembourg

For the traineeship we propose the following

The Mission:

The intern will be working in close contact with the team and learn from it on various assignments. Specific responsibilities include:

- Researching and analyzing on Environment Investment Vehicles (EIV), Microfinance Investment Vehicles (MIVs), Climate Finance and ESG Investment vehicles as well as Green Bonds.
- Preparing and conducting expert interviews and analyses for a study on the performance of LuxFLAG labelled IVs.
- Creating, maintaining and updating a funds and bonds data base, a general contact data base and a prospect data base.
- Creating a matrix and template for a virtual space for electronic data, file and document management of prospects for Label applicants.
- Administrative support for the launch of the new process management documenting processes and giving support to document analyses.
- Actively participation in team meetings.
- Other as required.

The Profile:

- You should combine analytical and entrepreneurial spirit.
- You should be ready to take responsibility for your deliverables and work under tight deadlines, have experience working in teams as well as independently, and show initiative and pro-activity.
Additionally, you will demonstrate the following skills:

- Excellent written and oral communication skills
- Attention to details, commitments to follow-through and self-organization
- Proficiency in Excel and PowerPoint
- Fluency in English (German and French will be a plus)
- A previous experience or exposure to Social Responsible Investment would be advantageous
- You should also possess a broad set of quantitative, qualitative and interpersonal skills, willing to learn at fast pace, and be a strong team player.

To Apply:

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