

Entity: MSPA
Location: Duesseldorf
Vacancy Number: MSPA 2024-001

Job Description: Business Development Analyst

Business Area: Business Development	Review Date: February 2024
Functional Title: Business Development Analyst	Corporate Title: Associate
Ultimate Reporting Line: Senior Director – Business Development	
Responsible For: Supporting MSPA’s marketing and new business generation efforts	
<p>Purpose: Mount Street Portfolio Advisers growth over recent years has resulted in multiple New Business efforts occurring in parallel. As we grow our business in 2023 and beyond, it will be important to co-ordinate the New Business generation and onboarding process across MSPA’s business lines, client bases and geographic regions. This person’s responsibility will be to help MSPA to expand and better organize our client data, coordinate and manage regular client communications, oversee the management of our marketing materials and support New Business generation.</p> <p>In addition, the person will be managing client portfolios within MSPA complying with client and company requirements to deliver excellent services.</p>	
<p>Core Responsibilities:</p> <p>Marketing and New Business generation</p> <ul style="list-style-type: none"> • Support the new business development of Mount Street by Managing Client Relationships and Product Offers with the Business Development Manager and teams in other Mount Street entities • Identify business opportunities, prepare marketing materials & decks and manage client communication & follow ups • Support the onboarding of new client relationships and projects (incl. Managing the KYC & signing processes) • Support the business units in conducting market research to identify and establish contact with new clients or client groups. This will involve first screening with clients which will lead to further client interaction. • Establish a regular communication process with the business unit heads to understand on which products and strategies they are working and how best to support marketing efforts and priorities. • Provide aid with the organising and coordinating of the signing of contractual agreements • Collaborate with senior management in the research and preparation of workshop and seminar resources • Assist across the various business units with the creation of invoices and its documentation 	

- Support in administrating, branding, and maintaining the company's image on social and business platforms
- Support in the preparation, reviewing and setup of business contracts and agreements and in the documentation thereof
- Preparing presentation materials and pitches for prospective clients as required
- Monitoring tender platforms, providing feedbacks/reports, and advising based on the information
- Performing due diligence on new clients, requesting the KYC information, documentation, review, and verification of received documentation
- Periodical review of KYC records as to completeness, including verifying that due diligence has been performed and that CBC (due diligence) standards are complied with; also, that the files and risk assessments are current and up to date
- Monitoring of the market and the industry's releases to maintain the company's internal database and to update and identify business opportunities
- Be the primary contact for the CRM system/manage entries and data accuracy

Placement Agency Support

- Maintaining the database of existing and potential clients' commentaries, feedbacks, and interest in the company's offers
- Identifying possible investors and carrying out research to determine their contact persons and investment preferences (investment manager profiles, fund profiles, investor profiles)
- Researching and updating investor's strategic asset allocation changes in the company's database support in the preparation of concise reports on investors feedback following the marketing of business products
- Create and assist the preparation of relevant marketing materials and pitches for prospective clients

Portfolio Management Support

- Manage portfolios of various loan exposures (Asset Based Lending & Project Finance) in compliance with policies & procedures for Mount Street clients

Skills and Competencies (Key skills, competencies and attributes required for success):

- Organisational Skills
- Networking capabilities
- Client orientation
- Solid command of Excel and Powerpoint
- Solid understanding of financial products

Essential Approved Persons Examinations (e.g. FSA, CFA): Not required, but would be a good addition

Professional Examinations required (e.g. ACCA):

Other essential skills: Fluent in **both** German & English

Please note that to ensure compliance with DSGVO/GDPR it is essential for ALL CV's received for prospective candidates who are not appointed MUST be deleted and not saved. If a CV is forwarded onto a colleague please advise them of this rule and please delete the sent email from your history also.

Mount Street is committed to creating an inclusive and equitable environment for all. We believe that by harnessing different backgrounds, experiences, and perspectives our teams bring a greater breadth and depth of knowledge and expertise and are better placed to support the clients and communities we serve. Creating a truly inclusive working environment is the responsibility of every member of our team. We openly welcome all candidates and their unique contributions irrespective of age, colour, disability (physical or mental), education, ethnic origin, gender, gender identity or expression, nationality, marital or family status (including pregnancy or parental status), race, religion or belief, sex, sexual orientation, veteran status or by any other range of human difference brought about by identity and experience.

Research shows that women and members of other under-represented groups may not apply to jobs when they believe they may not meet every qualification. If you are enthusiastic about this opportunity, and feel you have something to offer, we encourage you to apply.

We will ensure that reasonable adjustments or accommodations are made at each stage in our hiring process for individuals with disabilities. If you require an accommodation or adjustment, please contact the HR team on HR@mountstreet.com or +44 (0) 20 7659 7051.