

## Raymond James Financial JOB DESCRIPTION

*Shaded area to be filled by Human Resources:*

<u>FLSA</u> Exempt	<u>Job Code</u> PICA1E	<u>Salary Grade</u> 21	<u>Modified Date</u> 1/3/2018
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**Job Title: Private Institutional Clients Analyst**

### **Job Summary:**

Under administrative direction, uses extensive knowledge and skills obtained through education and experience to work with a variety of financial products, including public and private debt and equity financings, referral agreements, approval memos, deal calendars and other financial advisory needs. Analyst will contribute and generate ideas during the entire transaction process. Works independently on difficult assignments that are broad in nature requiring originality and ingenuity with appreciable latitude for un-reviewed actions or decisions. Leads large multiple projects with significant scope and impact.

### **Essential Duties and Responsibilities:**

- Develops financial models to assess debt and equity financing alternatives for transactions
- Performs valuation methodologies comparative company analysis and discounted cash flow analysis on target companies.
- Provides valuable input to Private market transactions, equity offerings, valuations, private placements, fund documentation and capital market solutions.
- Researches, analyzes, presents and documents drafting elements of a developing transaction.
- Develops client presentations.
- Follows general current events in respective industries and keep colleagues informed about critical issues in the news relevant to current and potential clients.
- Maintains files related to active and prospective deals.
- Maintains group databases – Deal Database and Weekly Status Reports.
- Performs other duties and responsibilities as assigned.

### **Knowledge, Skills, and Abilities:**

Knowledge of:

- Fundamental concepts, practices and procedures of PIC deal flow.
- Fundamental investment concepts, practices and procedures used in the securities industry.
- Financial markets and products.

Skill in:

- Communicate effectively, both orally and in writing.
- Analytical skills sufficient to assess and explain events in the market.
- Problem solving skills and the ability to think independently sufficient to market ideas.
- Operating standard office equipments and using required software applications, including Microsoft Office and established databases.

Ability to:

- Gather information, identify linkages and trends and apply findings to reports.
- Attend to detail while maintaining a big picture orientation.
- Remain cognizant of our commitment to daily workflow and regulatory compliance during high volume activity.
- Organize, manage and track multiple detailed tasks and assignments with frequently changing priorities in a fast-paced work environment.
- Establish and maintain effective working relationships at all levels of the organization.
- Work independently as well as collaboratively within a team environment.
- Assume full responsibility and accountability for own actions.

- Demonstrate uncompromising adherence to ethical principles.
- Be proactive and demonstrate readiness and ability to initiate action.

**Educational/Previous Experience Requirements:**

- Bachelor’s Degree (B.A.) in related field.
- ~or~
- Any equivalent combination of experience (1-2 years of Investment Banking or similar), education, and/or training as approved by Human Resources.

**Licenses/Certifications:**

- SIE required provided that an exemption or grandfathering cannot be applied.
- Series 7 required.
- Series 63, 65 and/or 66 as required by state.
- Ability to obtain additional securities and state advisory registrations if required by state.

**Working Conditions:**

**Hours:** Normal business hours. Some additional hours may be required.

**Travel Required:** Up to 15%. Must have a valid drivers’ license and be eligible for coverage under the firm’s Vehicle Fleet Safety Policy to drive on company business.

**Working Environment:** Climate controlled office environment during normal business hours.

**Job Family:** Investment Management

**Job Category:** Professional Knowledge Worker

**Physical Requirements:**

Sitting	Up to 7 hour(s) per day	Lifting	Up to .5 hour(s) per day
Walking	Up to 2 hour(s) per day		Up to 50 max. pounds**
Standing	Up to 4 hour(s) per day	Pushing	Up to .5 hour(s) per day
Bending	Up to 1 hour(s) per day		Up to 50 max. pounds**
Squatting	Up to 1 hour(s) per day	Pulling	Up to .5 hour(s) per day
Stooping	Up to 1 hour(s) per day		Up to 50 max. pounds**
Reaching	Up to 2 hour(s) per day	Climbing	Up to .5 hour(s) per day
Balancing	Will not generally apply	Stairs	Up to .5 hour(s) per day
Twisting	Up to 1 hour(s) per day	Ladder	Will not generally apply
Crawling	Will not generally apply	Step-stool	Will not generally apply
Kneeling	Up to 1 hour(s) per day	Excessive heat	Will not generally apply
Typing	Up to 4 hour(s) per day	Excessive cold	Will not generally apply
Data Entry	Up to 4 hour(s) per day	Dust	Will not generally apply
		Humidity	Will not generally apply
		Loud Noise	Will not generally apply
		Hands in Water	Will not generally apply

<b>Unusual hearing or vision demands:</b>	None specified
<b>Other physical demands or notes:</b>	** Employees should not attempt to lift, pull or push a load in excess of 50 lbs. without assistance. Care should always be taken when lifting, pushing or pulling in an awkward position.

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature of work performed; the level of knowledge and skills typically required; and usual working conditions of this position. It is not designed to contain,

or be interpreted as, a comprehensive listing of all requirements or responsibilities that may be required by employees in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.