

## Business Analyst – Consulting Projects

<b>Role Reports to</b>	Managing Consultant – Consulting Projects
<b>Full/Part Time</b>	Full time
<b>Location</b>	Summertown, Oxford

### About Diligencia

Based in Oxford, and with offices in Morocco and Dubai, we are finders and curators of hard facts, covering emerging markets, where public information is not readily available. Our clients rely on the combination of our investigative skills and knowledge banks to establish unequivocal facts upon which intelligence is built and decisions become informed.

We aim to become synonymous with bringing clarity to opaque regions by being the most relevant source of company and shareholder information in emerging markets. The core intention of clarity is to inspire growth, as we believe relationships can develop best when their foundations are transparent.

### What we believe and how this informs our daily decision making:

- Clarity –our guiding philosophy informing everything we do, from the quality of our information, how we communicate and what we enable our clients with i.e. enabling clarity in their decision making
- Authenticity – our information is authentic because we have gone back to original and official data sources to establish unequivocal facts. We also strive to be authentic, open, and honest in our relationships with each other internally, and the clients and partners we work closely with; we provide information on emerging markets, which we believe should be easily and openly accessible to everyone
- Tenacity – we have had to work hard to build our database, tying together data from several different sources, sometimes entering it manually. Our company history therefore speaks of tenacity, the same kind of tenacity and attention to detail all our employees show when they go about their research
- Relationships – the relationships between the subjects on our database unlock the power of our information; the relationships we have with our clients, our employees, our suppliers, and our host governments are also key to our future success.

### Job purpose

The role of this Business Analyst Consulting Projects position is to be an integral part of Diligencia's consulting projects team covering all territories across the Middle East, North Africa and Iran. The team will focus on client led projects for deep knowledge on particular subjects, which will involve telephone calls to sources throughout the region in order to delicately obtain key information to help answer the client's brief. The team will also be processing client requests for Litigation and Property checks, as well as reviewing Corporate Filings and Directorship/shareholding searches produced by the team in Morocco.

In order to do this, the analyst must:

#### Consulting Projects

- Explore and develop new sources throughout the Middle East, North Africa and Iran, who are well connected individuals, willing to speak to us on a variety of topics
- Understand the client's brief and be able to reach out to existing sources, as well as develop new sources, to be able to answer that brief, and any subsequent questions that may arise during the course of your work
- Use other methods of research, including online media and company information, to gain a full picture of a subject
- Work with the Moroccan office and possibly the research team if company information, litigation or property checks are needed
- Produce well written reports for the end client, ensuring the original brief is fully covered

#### Client communications

- Understand the scope of each assignment and the client's objectives
- Send final reports to clients, following up their additional questions and requests for clarification as and when required
- Work to ensure we deliver an excellent level of customer service at every stage of the project lifecycle
- Assist the Managing Consultants dealing with client queries, both for prospective work and queries on a wide variety of reports which have been delivered

#### Production and quality control

- Work with colleagues in both Oxford and Tangier to meet deadlines and prevent projects falling behind schedule
- Analyse and interrogate the findings of each report to flag missing or inconsistent information and to fill any gaps that may remain
- Present all our written findings in a clear and concise way
- Ensure that all our findings have been appropriately sourced and that primary research material is reflected in the report

#### **Main accountabilities**

To ensure that our work adheres to our internal quality standards, and that projects are delivered on time and in an efficient manner.



The Business Analyst will be expected to be able to comprehend and use sources, to fully answer a client's brief, with minimal questions arising after delivery of our final report. The ability to work as a team is critical to ensure our clients receive timely and accurate results.

### **Skills / Competencies**

**Technical:** Must have an excellent command of English, both written and verbal, as well as Arabic and French in order to cover the jurisdictions we work in. Must be able to quickly develop new sources and have a sound understanding of corporate structures in territories. Must have the confidence and ability to find new sources to answer specific points, showing tenacity when needed. Must be able to meet deadlines under pressure.

**Critical thinking:** Strong analytical mind-set required, always asking questions, testing assumptions and checking for accuracy / consistency

**Communication:** Effective communication skills required - written and oral ability to communicate and write reports independently. Must be comfortable asking questions and speaking to clients over the telephone.

**Relationships / personal Interest:** Ability to work as a part of team and be managed by the Managing Consultants. A 'can do' attitude, able to work with people with ease.

### **Other requirements specific to the role**

Knowledge and experience of the business environment in the region is an essential requirement of this role. Command of written English as well as Arabic and French is also essential, with an emphasis on writing fluid, insightful reports on the region, in English. Experience in of risk management consultancy or integrity due diligence is also desirable.

There is clearly an investigative thread to what we do, which will suit self-starters with a natural curiosity, an analytical mind and an interest in writing well. Tenacity and a sense of humour are also desirable qualities. The successful candidate will be educated to degree level.

### **How to apply**

Please send a copy of your CV and a covering letter to [careers@diligenciagroup.com](mailto:careers@diligenciagroup.com)

**All applications need to be received by the close of business on 6<sup>th</sup> August 2021**