



Junior Financial Analyst (Private Equity Data Solutions)

About Burgiss:

Burgiss is a market-leading provider of data and analytics solutions for global investors of private capital. With over 30 years of expertise in private markets, we offer unrivaled data, analytics and transparency that enable asset owners, asset managers and financial intermediaries to understand, evaluate and manage private capital portfolios. We serve more than 1,000 firms in 32 countries, delivering data that represents over \$15 trillion in private assets.

With offices throughout EMEA, Asia Pacific and the Americas, we leverage our expertise and network to service our clients and focus on their varying needs across regions.

Our focus as a company is also strongly pointed inwardly - to develop our people, strengthen our teams and facilitate each individual's success story.

We are currently looking to grow our Data Operations team with new colleagues in the role of Financial Analyst (Private Equity Data Solutions), in Sofia office.

About the Role:

The Financial Analyst (Private Equity Data Solutions) is responsible for aggregation and reporting of underlying portfolio company investments of private capital investment partnerships. Data is compiled by the examination and analysis of direct fund manager reporting and other sources. This information is compiled on behalf of institutional asset owner clients, who use the information for transparency into portfolio composition and analysis of exposure and risk.

Scope and Key Responsibilities:

- Detailed review and analysis of private capital partnership financial statements to compile and maintain specific holdings details
- Become familiar with a wide variety of methodologies of tracking investments, valuations, and proceeds
- Perform audit and other quality control functions for the content set
- Effectively communicate details of reporting and compilation methodologies in response to client-directed questions and requests
- Meet personal and team deadlines through collaboration with team members

Experience and Qualifications:

- Detail oriented analytical mindset
- Results-focused self-starter
- Positive attitude and desire to learn
- Familiarity with MS Excel and MS Word
- Graduated or completing a bachelor's degree within 3 months of hire
- All majors considered, major in Finance, Accounting, Business, Economics, Technology, Mathematics are considered a plus
- Familiarity with financial markets, accounting, and private capital
- Familiarity with Excel macros, pivot-tables, VBA, MS Access, and database concepts

At Burgiss, you can expect:

- Additional Health insurance (lux package with included dental)
- Life Insurance
- Sports Card (Shared cost – Employee/Company)
- Food vouchers in the amount of 200 BGN
- Employee Assistance Program (EAP)
- Peer recognition program / Recognition awards
- Contributory voluntary pension scheme, matched by employer up to 3% from monthly gross salary (post probation)
- Tuition reimbursements
- Team outings, office food

The Burgiss Group is an Equal Opportunity Employer, providing equal employment and advancement opportunities to all individuals. We recruit, hire and promote into all job levels the most qualified applicants without regard to race, color, religion, creed, age, sex, gender, gender identity, sexual orientation,

national origin, citizenship, disability, marital and civil partnership/union status, pregnancy, maternity leave or any other characteristic protected by law.

The information you provide as part of your application is personal and will be protected, according to the regulations in force. By applying to our job opening, you acknowledge you have read our Applicants Data Protection Policy and give your consent for the processing of your personal information as part of the hiring process.

If you like what you read about us and the open position, we look forward to receiving your application here: [Junior Financial Analyst \(Private Equity Data Solutions\)](#)