

## Operations Analyst job description – Alpana Ventures

Alpana Ventures (AV) is a Swiss based Venture Capital firm managing a diversified portfolio of companies with focus on “Digital Transformation”. AV invests in early/growth stage Swiss, European and US Technology companies with a 10 years investment life cycle.

To strengthen the team and support growth, we are looking for an **Operations Analyst** (“OA”) with experience in Finance, Investment and/or Audit.

The OA will work under the supervision of the Operations Manager and will have the following key missions:

- Support the successful evaluation and completion of new investment or divestment;
- Ensure an efficient administrative management of the existing holdings;
- Contribute to the reporting activities of the Fund.

To be eligible, the candidate must have a dynamic and hands-on attitude with strong interest in the Venture Capital or Private Equity industry.

**In this role, your responsibilities will include:**

### 1. Investment/divestment process

- a. Support on all aspects of the investment due diligence (business, financial, legal) and memo
- b. Gather and proof-read all investment documents for the presentation to the Investment Committee
- c. Actively follow-up with Luxembourg General Partner to ensure on time and successful deal closing
- d. Obtain and review investment closing package and guarantee correct archiving, in line with our internal procedures

### 2. Fund operations

- a. Collect and organize financial and operational data from the existing portfolio companies
- b. Update all files and data on investment portfolios (e.g. rounds, investments, valuations, ownership, KPIs...) and monitor portfolio performance
- c. Maintain the internal CRM and reference documents for external or internal use
- d. Participate in the continuous improvement of internal processes and directives

### 3. Reporting

- a. Support the preparation of the quarterly investors reporting and other investors related documents
- b. Participate in the completion of the Funds' annual audit (produce valuation memo, investment confirmation process, accounting and financial statements review)

### 4. Others

- a. Conduct ad-hoc analysis on portfolio companies, competition and market
- b. Support the Team on various projects and business developments topics
- c. Attend certain events in the Start-up Ecosystem

**The ideal candidate should demonstrate the following skills:**

- Minimum 2 years of financially focused work experience
- Good understanding of financial statement analysis/accounting and interest in reviewing legal documentation
- Curious, interested in developing a range of diversified competencies in finance, legal and business
- Organized, methodical, accurate and detail-oriented with the ability to manage a large amount of information
- Enthusiastic, proactive and self-motivated
- Strong analytical and problem-solving skills
- Dedication to teamwork, autonomous and strong personal integrity
- Ability to prioritize tasks, work on multiple assignments and commit to outstanding results
- Tech-savvy, highly proficient in Microsoft Office Suite
- Fluent in both French and English
- An Engineer, Economical or Business diploma
- Swiss, Valid work Permit or EU citizen

This is a rare opportunity to join a VC fund in Geneva for a bright and ambitious individual. Send your application to [gm@alpana-ventures.ch](mailto:gm@alpana-ventures.ch) - Starting date: asap