



INVESTMENT BANK

## Exciting career opportunity

# Transaction Analyst

CDH Investment Bank, the leading specialist bank in Malawi, is seeking a dynamic and results-driven professional to join the team as **Transaction Analyst** to be based at Head Office in Blantyre.

### About CDH Investment Bank

CDH Investment Bank, licensed under the Banking Act by the Reserve Bank of Malawi. The bank provides investment banking, corporate financial advisory, commercial banking and trading of financial securities to a select niche market. Our purpose is to deliver financial solutions to our clients by effectively utilizing the best human capital and information technology.

### Role summary

The Transaction Analyst role will support the Investment Banking Manager in providing capital raising, mergers and acquisitions advisory services, valuations, and other corporate finance services to governments, corporations, and institutions. The role involves contributing to transaction teams by understanding deal flow and structuring, assisting senior bankers with financial analysis and modelling, conducting industry research, and participating in due diligence processes. The Transaction Analyst will also ensure compliance during legal negotiations and perform administrative duties to facilitate the successful execution of transactions.

### Key responsibilities

The Transaction Analyst is a critical role in the Investment Banking department and shall: -

1. Provide timely and consistent value-added service to senior investment bankers and clients, ensuring quality, sound structuring, and commercial viability
2. Collaborate effectively with team members to ensure seamless execution of transactions
3. Continuously update and share knowledge on industry trends and best practices with the team
4. Support the implementation of new processes and systems to improve efficiency
5. Provide detailed financial analysis and insights to support decision-making processes
6. Assist in the preparation and review of client presentations and pitch books
7. Support associates and senior bankers with deal origination and general marketing of CDH Investment Bank
8. Draft facility outlines/term sheets, ensuring effective and appropriate funding structures (debt/equity)
9. Conduct industry, market, and company-specific research, and explore investment opportunities in various industries/niches
10. Participate in prefeasibility/feasibility/due diligence processes
11. Develop comprehensive industry reports to identify potential investment opportunities
12. Monitor and analyse market trends to provide strategic recommendations
13. Participate in deal negotiations
14. Perform administrative duties, including data collection and filing client documentation
15. Ensure compliance with regulatory requirements and internal policies during transactions
16. Maintain accurate and organised records of all transaction-related documents.

### Key qualities & skills

1. Creative and forward-thinking individual who is constantly exploring new ideas and ways of serving clients to drive business growth and meet customer needs
2. Deep understanding of the market and the business environment, with strong financial and commercial awareness, enabling them to make informed decisions that achieve strategic objectives
3. Excellent analytical skills, with the ability to collect, analyse and interpret data to inform business decisions and actions
4. Ability to analyse complex financial information, identify key drivers, and support high-quality decision-making
5. Strong capability in building robust financial models and leveraging analytical tools and banking systems for insights and reporting
6. Ability to interpret market trends and industry dynamics to support strategic planning and business growth
7. Competence in structuring transactions that balance risk, return, compliance, and client needs
8. Ability to manage key client relationships and engage effectively with internal and external stakeholders
9. Strong understanding of regulation and ability to ensure adherence in all activities
10. Ability to manage multiple initiatives or portfolios, ensuring delivery within scope, time, and quality standards
11. Strong capability to identify, assess, and mitigate risks while providing practical, well-reasoned solutions
12. Ability to communicate complex issues clearly and present confidently to senior stakeholders and decision-makers
13. Skilled in negotiating outcomes and influencing decisions to achieve balanced and value-driven results
14. Self-motivated individual who can inspire and drive high levels of performance from themselves and others to achieve business objectives
15. Strong ability to prioritise effectively and deliver high-quality outputs under pressure
16. Works effectively across departments to ensure alignment and successful execution of organizational objectives
17. Demonstrates sound judgment, takes ownership of outcomes, and makes informed decisions with minimal supervision

### Qualifications & experience

- a. Bachelor's degree in Business Administration, Banking, Finance, Economics, Accountancy from a recognised university
- b. Postgraduate degree in Business Administration, Banking, Finance, Or Economics
- c. Professional qualifications such as ACCA and ACMA
- d. At least 5 years' experience in treasury, banking, or finance with a reputable institution.

### Remuneration

A competitive remuneration package, commensurate with the role's seniority, skills and experience will be offered to the successful candidate.

### How to apply

Interested persons who meet the minimum requirements outlined above should forward applications in person, by post or email to the address below, to be received no later than close of business on **2nd October, 2026**.

Qualified and interested candidates should submit their applications, including:

- a. A detailed curriculum vitae.
- b. Certified copies of academic qualifications.
- c. A certified copy of a valid national identity document or passport.
- d. Contact details for three professional referees.

Please note applications that do not meet all the requirements specified above will not be considered. Only shortlisted applications will be acknowledged.

**Chief Executive Officer/Managing Director**

CDH Investment Bank

PO Box 1444

Blantyre, Malawi

Email: [recruitment@cdh-malawi.com](mailto:recruitment@cdh-malawi.com)