

Business Analyst, Consulting Projects – Turkey

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

About Diligencia

Diligencia is a specialist information services provider, focused on due diligence solutions and corporate intelligence across Africa and the wider Middle East. Established in 2008, we use advanced technology and human insight to gather and compile high quality legal entity data in territories where public domain information is not readily available. This data acts both as a foundation for our clients' KYC and due diligence activities as well as our own investigative research; the data and insight we provide informs opinions and accelerates our clients' decisions. Headquartered in Oxford, Diligencia has offices in Morocco and the UAE, coordinating our data gathering activities across emerging markets. Our vision is to bring clarity to a region poorly served by reliable and accessible public record information.

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

- Clarity – this is our guiding philosophy and should inform everything we do, from the quality of our information to what we offer our clients 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 all our stakeholders; we provide information on the MEA region 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 position is to be an integral part of Diligencia's consulting projects team covering Turkey as well as other jurisdictions within the region. The team focuses on client-led projects which require granular insight on specific subjects, requiring analysts to conduct in-depth desktop research supplemented by enquiries (typically telephone interviews) with sources throughout the region. Findings are then analysed, corroborated and compiled into written reports designed to answer our clients' questions. The team will also be processing client requests for other Diligencia products such as litigation and asset tracing requests, as well as reviewing corporate filings and director-shareholder searches produced by the team in Morocco.

In order to do this, the analyst must:

Consulting Projects

- Explore and develop new sources in Turkey, who are well connected individuals, willing to speak to us on a variety of topics
- Understand a client's brief and be able to reach to 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 our team in Tangier, Morocco to deliver company information, litigation or asset tracing searches, as required
- Produce concise, well written reports for our clients, 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
- Work with the rest of the team to deal effectively with any client questions, 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, both verbally and in written form, as required
- Ensure that all our findings have been appropriately sourced and that primary research material is reflected in the report

Skills / Competencies

Technical: Must have an excellent command of English, both written and verbal, as well as Turkish. Arabic and/or Farsi would also be a benefit, considering the jurisdictions we work in. Must be able to quickly develop new sources and have a sound understanding of corporate structures in different 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.

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

Relationships: 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. A 'can do' attitude and ability to work as a part of a team from a multi-cultural and multi-disciplinary team, are essential.

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 Turkish 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

All applications need to be received by the close of business on 29 October 2021