

Join a team that is making a difference.

We are looking for: **Financial Transaction Management**

Job summary

We are looking to hire a select group of people who will thrive in our culture and make a significant impact over the long term. Before we examine specific skill sets, we filter candidates for their ability to strongly contribute in a team environment, their love of learning and their track record of demonstrated drive, determination, and academic/professional accomplishment throughout their lives. Most critically, we are looking for individuals who want to make a long-term commitment to Chatham. We make a substantial investment in each of our employees, and we hope that each Chatham team member will be a lasting and integral part of our future growth and success.

Technical Responsibilities

Financial Contract Management

Understand, own, and manage our clients' financial transaction contracts so that we can:

- Ensure the accuracy of all economic, financial, and legal terms of the contracts. This requires a team member to understand fully the complex financial instruments our clients employ, including how these instruments work and how they serve our clients' risk management needs.
- Facilitate our clients' executing derivatives transactions under the most favorable terms. To do so, team members need to comprehend the complexity of different legal frameworks and provisions, and how these provisions can protect our clients.
- Coordinate with major investment banks to manage the life-cycle of these contracts. It requires extremely good relational skills, persistence, and diplomacy to manage Chatham's relationships with many of the world's top global investment banks.

Financial Data Management

Comprehend, process, and mine our clients' financial transaction information in order to:

- Capture and represent accurately a variety of complex financial transactions in our system. Excelling in this role requires a high degree of detail-orientation and focus on getting all the data exactly right, since the smallest numerical errors can have a dramatic negative impact on our clients.
- Understand and mine data from client transactions and analyze them for valuable insights. Team members will be called upon to think creatively, exploiting aggregate transaction data and publicly available financial information to draw conclusions that will drive better service to Chatham's clients.

Ad-hoc Financial Analysis

- Research, gather and create analysis of financial market data including interest rates and foreign exchange rates, and generate insightful reports for our clients.
- Work closely with Chatham's consulting team as research assistants to create memoranda for our clients.

Growth Path

It is our desire to see every Chatham team member grow into a greater range of responsibilities & depth of expertise over time. Team members who excel in coordinating with investment banks will grow into full-scale relationship managers, building productive relationships with bank professionals and streamlining our document processes. Individuals who develop expertise in financial documents or data management can develop into subject-matter experts and effective trainers and mentors.

Requirements

We are open to any university specializations. Prior experience in economics or finance is not required. Our goal is to develop you so that you can assume greater responsibility and positively influence those around you.

However, some basic criteria are:

- High proficiency with numbers and mathematics
- Capacity for detail-oriented work
- High proficiency in written and spoken English. All of our business is conducted exclusively in English.
- Exceptional ability to think logically and conceptually
- Ability to organize and prioritize many evolving & growing responsibilities
- Drive, determination, and outstanding academic and/or professional accomplishments

Chatham Financial

Chatham Financial is the largest independent interest rate and foreign exchange risk management consulting company, with offices in the USA, UK, Singapore and Poland. Our 200+ professionals provide a full range of capital markets advisory services, annually advising more than 1,000 clients on over 8,000 transactions and executing \$385 billion worth of transactions on behalf of our clients. As a global consulting firm, we are committed to bringing fairness and transparency to financial markets. We believe in investing in our people and building long-term relationships with each of them; consequently, our firm has experienced low employee turnover since our founding in 1991.

Company Values

Chatham has worked hard to create a distinct work environment that values people, teamwork, integrity and hard work. We always strive to do what is right, just, and fair, even when no one is looking. We would rather be governed by principles than rules. We believe leadership should be gained through influence and personal character, not by title. As a result, we have a non-hierarchical, team-oriented organization.

Our interview and employment process is designed to attract people who can constantly embody these core values. Every Chatham employee must be completely trustworthy, possess high ethical standards, be a great team player, and have a desire to serve others.

The Krakow, Poland Office

The Krakow Office, founded in June 2007, is not an outsourcing center. It is an integral part of the Chatham worldwide organization, involved in intellectually challenging and highly impactful work. Team members in our Krakow Office work closely with the U.K., Asia and U.S. teams and are valued by them as equals.

For more information please visit our web site at www.ChathamFinancial.com.

If you are interested in joining us please send your **CV and cover letter in English along with your GPA** (Grade Point Average) to the following address:

polandre recruiting@chathamfinancial.com.

Please include the name of the position you are applying for in the subject line of the e-mail. We would be more than happy to answer any questions you might have so please do not hesitate to contact us.

Please attach the below clause to your application:

Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w mojej ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji przez Chatham Financial Sp. z o.o. zgodnie z Ustawą z dn. 29.08.1997 r. O Ochronie Danych Osobowych (Dz.U. nr 133 poz. 883).