

## JUNIOR FINANCE TRANSFORMATION ANALYST

3-6 Months | Mauritius

### ABOUT GRAPHITE ASSET ADVISORY

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Graphite Asset Advisory is a licensed investment advisory firm regulated by the Financial Services Commission of Mauritius. With a strong track record in investment management and portfolio advisory, we are committed to delivering excellence for our clients while nurturing the next generation of finance professionals.

### ROLE OVERVIEW

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We are seeking a motivated and technically skilled fresh graduate to join our team as a Junior Finance Transformation Analyst. In this role, you will serve as a key bridge between finance and technology, managing and enhancing client-facing dashboards, responding to client data requests, developing new reporting features, and supporting the broader research and portfolio management team.

### MAIN DUTIES & RESPONSIBILITIES

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- Process client requests related to dashboard updates, data queries, and reporting enhancements.
- Maintain, update, and continuously improve client-facing dashboards to ensure accuracy, clarity, and relevance of data presented.
- Implement tweaks, design improvements, and new features on existing dashboards based on client feedback and evolving business needs.
- Develop and deploy new dashboard modules and add-ons using Claude, Power BI, Python, and other relevant tools.
- Integrate AI-driven automation and emerging technologies to enhance reporting workflows and operational efficiency.
- Liaise with internal teams and external stakeholders to gather requirements and translate them into actionable technical solutions.
- Assist in the daily administration and management of client portfolios, including reconciliation of performance, transactions, and account balances.
- Prepare detailed reports and performance reviews for client portfolios.
- Support investment research projects and assist in the maintenance of investment data.
- Execute any other tasks related to the position that may be assigned from time to time by the Senior Executive, Head, or Board of Directors of the Company.

### CANDIDATE REQUIREMENTS

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- **Education:** Bachelor's degree in finance, Computer Science, Data Science, Information Systems, Software Engineering, Applied Computing, or any other related field combining finance and technology.
- **Finance Knowledge:** Sound understanding of financial concepts including portfolio management, investment reporting, reconciliation, and financial statements. Prior academic or internship exposure to the investment industry is an advantage.
- **Business Intelligence:** Strong or working knowledge of Power BI, including dashboard design, data modelling, and report publishing.
- **Programming & Data:** Strong or working knowledge with Claude or Python for data manipulation, automation, and analysis. Advanced working knowledge of Microsoft Excel including complex formulas, pivot tables, and data visualisation.
- **Cloud Platforms:** Working knowledge or understanding of cloud environments, including AWS, Microsoft Azure, and Snowflake, for data storage, processing, and pipeline management.

- **AI & Emerging Tools:** Practical experience or demonstrable interest in AI tools including Claude, ChatGPT, and other large language model platforms, as well as their application in finance and automation workflows.
- **Video & Content Creation:** Familiarity with video creation and presentation tools to support client communications and knowledge-sharing initiatives.
- **Communication:** Excellent verbal and written communication skills in English, with the ability to translate technical findings into clear, client-ready outputs.
- **Analytical Skills:** Strong analytical and problem-solving abilities with a rigorous, detail-oriented approach to all tasks.
- **Time Management:** Delivery-focused with strong organisational skills and the ability to manage multiple concurrent priorities in a fast-paced environment.
- **Attitude:** Proactive, intellectually curious, and enthusiastic about the intersection of finance, data, and emerging technology.
- **Teamwork:** Ability to work collaboratively within a multidisciplinary team as well as independently with minimal supervision.

## HOW TO APPLY

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If you are a recent graduate with a passion for finance, data, and AI-driven automation, and a keen interest in building a career within the investment industry at an established firm with a strong track record, we would love to hear from you.

Please submit your full CV and a motivation letter to:

Lutchmee Seewooruttun at [lutchmee@graphiteadvisory.mu](mailto:lutchmee@graphiteadvisory.mu) and Bhavna Ramdoss at [bhavna@graphiteadvisory.mu](mailto:bhavna@graphiteadvisory.mu).

**Closing Date for Application: 15 July 2026**