Overall Job Description

The Associate Analyst (AA) will be part of the Digital Asset Management (DAM) Office which is responsible for the secure custody, accurate accounting, and strategic management of the company's digital asset treasury. S/he shall be responsible for assisting the Office in carrying out its functions. S/he shall be primarily responsible for analyzing digital asset data & financial markets, developing forecast and insights, and making recommendations to the Investment Committee. S/he shall carry out research, identify and administer the most appropriate financial products and manage assets in line with the approved policies. The candidate is expected to be inquisitive, driven, dynamic, a team player and must sustain high performance. Ultimately, the candidate must work within cross functional team, create and manage relationships with strategic partners, excel at identifying and executing growth opportunities.

Specific Responsibilities

- Analyze large amounts of information and data quickly and effectively to reduce complexity and make actionable recommendations.
- Oversee the full lifecycle of trades, including management, confirmation, settlement, and record-keeping, ensuring data accuracy across multiple internal systems.
- Identify yield generating strategies on the treasury reserve that align with GDL's risk appetite.
- Monitor and readjust/optimize yield strategies regularly.
- Ensure governance and procedural compliance with policy documents and standard operating procedures.
- Review the policy documents and manuals on a regular basis.
- Coordinate treasury decisions with capex cycles and debt obligations.
- Conduct monthly reconciliations and quarterly internal audits.
- Maintain tab on macroeconomic digital asset market trends.
- Conduct monthly reconciliations and quarterly internal audits.
- Stress-test scenarios.
- Conduct treasury valuation and risk sensitivity analysis.
- Explore hedging via derivatives.
- Maintain relationships and carry out negotiations with counterparties.
- Perform such other assignments, as required by the Head, DAM Office.

Required Qualification

- Bachelor's degree in BBA (Major in Accounts/Finance)/B.Com/Economics/ Computer Science/Data Science or related field with a min. of 60% aggregate. Min. of 70% in Class XII (aggregate of English and best four subjects) and 70% in Class X (aggregate of all subjects)

Experience (Preferred but not mandatory)

- Experience in treasury management, asset management, trading, or structured products.
- Understanding of digital assets, derivatives, and yield-enhancing strategies.
- Managing risk in volatile markets.
- Familiarity with institutional governance, reporting, and compliance requirements.

Required Skills & Competencies

- Strong analytical and quantitative skills.
- Sound judgment under market stress.
- Clear communication.
- High integrity and strong risk awareness.
- Ability to operate independently within defined mandates.
- Strong ability to organize and prioritize workloads and meet deadlines.

Preferred Traits

- Brings positive energy and optimism about the future, determined to reach ambitious goals and never tiring of learning, especially in cutting-edge technologies like digital assets, DeFi, NFTs, DAOs, and Web 3.0.
- Thrive in a dynamic environment, easily adapting to shifting priorities, and are excited by the variety and change inherent in the evolving digital asset landscape.
- Exudes a "can-do" attitude, take full responsibility in delivering high-quality results on tight deadlines, and embrace challenges that push you out of your comfort zone, contributing to a winning team.

Other Requirements

- Curriculum Vitae (CV) clearly indicating requirements referred to above.
- 2 referrals/recommendation letters from non-family related referees.
- Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate (online printout), (4) Medical Fitness Certificate, (5) Citizenship Identity Card, and (6) No Objection Certificate (if employed).

Employment Type

- Regular

Salary & Other Benefits

- Salary and benefits shall be fixed within the existing GDL pay scales & in line with the GDL Service rules.