

Typical Days in the Life of an Investment Banking Analyst

Investment Banking › Investment Banking Lifestyle



Investment Banking, Private Equity
& Venture Capital Articles, Guides & Jobs

To help you with survive your early days as an investment banking analyst, we have put together 5 typical days or scenarios you will likely have to face, with some useful tactics and tips to overcome those situations.

Scenario 1: the "live deal" day

Working on live transactions / working on several projects at once. Tasks are mainly organisational, such as liaising with clients, accountants, lawyers, other advisors, collating and distributing materials and working hard to tight deadlines.

Tips:

- (i) Always remain cheerful however busy you get
- (ii) write every task down on a notepad to make sure you don't miss anything
- (iii) let you assistant know where you are at all times
- (iv) keep team members informed of progress
- (v) triple check documents before sending out any confidential information or to client

Scenario 2: the "Hermit" day

Valuation and profiles for a presentation. Tasks involve financial modelling, compiling comps, or making profiles, which are "solitary" tasks.

Tips:

- (i) Prioritise tasks
- (ii) Stay focused to avoid important/time consuming mistakes

(iii) Plagiarise - use templates, similar work, and ask other analysts if its been done before

(iv) Always double check and understand where every number comes from

Scenario 3: the "Hell breaks loose" day: the pre-presentation day (and night)

Preparing marketing documents for a pitch or management presentations. Tasks involve processing comments, circulating drafts, waiting and chasing for feedback, managing the printing and checking for typos and mistakes.

Tips:

(i) Book the printing in advance

(ii) check, check and re-check

(iii) Chase people (nicely), make them aware of dealines (ie. printing times)

Scenario 4: the "Wear a suit" day

Client meeting, roadshow or working with a client on-site. Tasks involve taking notes, and helping the client, often with menial tasks

Tips:

(i) Be professional and confident

(ii) Be ready to answer any question

(iii) Logistics: bring business cards and always carry the essentials (calculator, laptop, notepads, important documents)

(iv) don't check your bags in

(v) menial tasks earn you brownie points

(vi) expect the unexpected...

Scenario 5: the "Beach" day

A day when you have nothing to do in the office i.e. between two assignments, slow down in activity.

Tips:

(i) Catch up on personal admin

(ii) Spend time focusing on your development (i.e. networking, private equity interview preparation, MBA essay preparation, catching up with headhunters)

(iii) No face time - go home early

Download More Free Articles & Guides at AskIvy.Net