**FinTech Business Analyst/Marketing Intern**

OTC, Inc. is a financial software company providing risk and regulatory data management and reporting solutions to its asset management clients.  The company is headquartered in New York, with offices also in Barcelona, Spain and New Delhi, India.

OTC, Inc. is immediately seeking a **Business Analyst/Marketing** intern to work on tasks related to our regulatory reporting platform as well as to support the sales and marketing efforts in the company.  We are looking for a multi-talented and resourceful individual who is quick to learn and will flourish in our boutique company culture.

**Internship Hours and Terms**

Candidate must be available to work for at least 3 days per week. Full time internship candidates preferred.

This internship may lead to a fulltime employment opportunity in the case of excellent performance.

**Key Responsibilities**

\* Assist with requirements gathering, analysis and functional design, and the traceability to their corresponding Business Requirements

\* Research, analyze and understand financial regulations and their reporting requirements and communicate them in the form of functional specifications for automation and/or white papers

\* Liase with Development team to ensure that all requirements are captured and understood, and/or to raise gaps in the requirements

\* Test developed functionality to ensure that requirements have been fulfilled

\* Assist in performing data quality checks and data analysis for client production cycles, provide client support as needed

\* Assist in preparing marketing materials and supporting sales efforts as needed, including attending industry conferences

**Background/Skill Requirements**

\* Must have excellent communication skills in English, both verbal and written

\* Good understanding of financial markets, financial instruments, as well as of portfolio and risk management industries

\* Must be able to learn quickly, take initiatives and work with minimal supervision

\* Strong skills in Microsoft Excel, Power Point, Word. Knowledge in MS Project and Visio a plus

\* Major in Finance/Economics/IT/Mathematics or related fields

\* Educational background/interest in IT, e.g. software development and SQL queries

\* Awareness/Knowledge of complete SDLC process