OPTIONS ROTATIONAL DEVELOPMENT PROGRAM

FINANCIAL ANALYST

The Raymond James Financial Analyst Options Rotational Development Program was established in 2001 to develop a roster of high-achieving associates who can contribute to the firm’s standing as one of the largest independent financial services firms in America and the premier alternative to Wall Street.

Since its inception, the program has provided an entry point into Raymond James for recent college graduates embarking on promising careers in the financial services industry and has helped cultivate highly qualified candidates for filling professional and leadership roles throughout the firm.

This 12-month program gives top-performing recent graduates the opportunity to gain experience in a range of business areas, working closely with Raymond James senior management during four-month rotational assignments in three distinct business units.

Participants in the program enjoy a diverse and challenging set of rotational assignments, focused training, mentoring and unparalleled networking opportunities. Upon graduation, participants are well prepared to take on jobs with significant responsibility within their area of expertise.

**Rotation Assignments:** The Options rotation assignments provide on-the-job learning and a wide breadth of knowledge. Through project assignments, participants gain invaluable practical work experience. The selection of projects/assignments depends on several variables including: business need, participant’s background, experience, desired career path and project availability.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Builds project plans for assigned projects based on resource estimates, timelines, budget and other financial information.
- Analyzes and summarizes project data and disseminates outcomes to involved parties.
- Develops strategic and tactical business approaches for executive consideration and implementation.
- Extracts and interprets information and evaluates market data.
- Investigates operation issues and determines allocation of resources.
- Assists in development of financial models for revenue and income forecasts, cash flow analysis, balance sheet and quarterly projections.
- Prepares industry and company research by collecting, organizing and analyzing data, writing investment-related research reports, and creating/maintaining financial models.
- Maintains documentation and communications, including status reports, project charters and quality assurance reviews.
- Creates and maintains internal project management tools for assigned projects, including work breakdown structures, work package planning spreadsheets, Gantt charts, dependencies diagrams, forecasts, actual and variance reports, costs, system changes, risk assessment ratios, templates and related applications.
- Performs other duties and responsibilities as assigned.
CANDIDATE CRITERIA

- Strong record of academic achievement (minimum 3.5 cumulative GPA preferred)
- Leadership roles in college extracurricular activities preferred
- Willingness to be considered for job opportunities with Raymond James after completion of the 12-month Options Rotational Development Program
- Capacity and motivation for hard work
- Strong desire to enter and develop within the financial services industry
- Superior analytical and quantitative skills
- Strong interpersonal, written and communication skills
- Excellent organizational and leadership skills
- Strong PC skills
- Willingness to be considered for job opportunities

KNOWLEDGE OF:

- Fundamental investment concepts, practices and procedures used in the securities industry
- Financial markets and products
- Basic business case analysis
- Basic level concepts, practices and procedures of project management

SKILL IN:

- Building project plans and creating and maintaining project management tools
- Creating and updating project schedules using automated project software
- Exercising judgment and self-direction to independently complete projects
- Operating standard office equipment and using required software applications, including Microsoft Office and established databases
- Business and communication skills sufficient to work in an executive environment

ABILITY TO:

- Exercise initiative and problem solving skills to independently resolve issues
- Learn and document new procedures independently and accurately
- Learn new software packages and systems thoroughly and efficiently
- Attend to detail while maintaining a big picture orientation
- Partner with other functional areas to accomplish objectives
- Read, interpret, analyze and apply information from professional publications
- Communicate effectively, both orally and in writing
- Work independently as well as collaboratively within a team environment

EDUCATIONAL/PREVIOUS EXPERIENCE REQUIREMENTS:

- Bachelor’s degree from four-year college or university in a related field

SUBMIT THE FOLLOWING INFORMATION IN ORDER TO BE CONSIDERED:

- Resume
- Cover letter explaining why you are interested in the Options Rotational Development Program
- Unofficial college transcript
- SAT/ACT scores

For more information or to apply, visit RAYMONDJAMES.COM/CAREERS. Search job title Financial Analyst, Options Rotational Development Program.