

Research analyst

Location: Oxford

Reports to: Director of research

Salary: £26,000 – £30,000

Type: Permanent/full-time



Do you have a strong interest in entrepreneurs and want to help us identify the UK's top private and private equity/VC-backed companies – particularly those with a technology focus?

Fast Track, based in St Clements, **Oxford**, is looking for an ambitious research analyst to research companies for two or three of our seven annual league tables featuring Britain's top private companies, published in **The Sunday Times**; including our tech-focused Tech Track 100, Ones to Watch and Disruptors to Watch 10. You will also help draft our extensive written output.

You will be attracted to working full-time for a small, but highly-regarded, entrepreneurial company with a successful 21-year track record. The ideal candidate will be a graduate with at least **two** years' experience in a relevant field such as financial journalism/PR/marketing or the research departments of accountancy firms, consultancies, private equity, law and banking.

The role

- Use your initiative to identify top-performing private companies and diligently capture company financials, using internet sources, news articles, financial databases and company accounts
- Help find new sources to identify the UK's best emerging private companies
- Conduct telephone and face-to-face interviews with entrepreneurs, CEOs and finance directors
- Write succinct company profiles to be published in **The Sunday Times**, as well as profiles of guests for our networking dinners
- Help foster good relationships with the companies we research on the phone and at company visits to promote the benefits of our league tables and to encourage their directors to attend our networking dinners
- Help service our blue-chip sponsors such as Virgin, PwC, Grant Thornton, Hiscox and HSBC
- Provide support to our events team at our networking awards and alumni dinners, up to nine evenings a year

The candidate

Essential

- Strong interest in private tech and non-tech companies and entrepreneurs, numerate and capable of understanding company accounts
- Able to write and edit with meticulous attention to detail; service-oriented, organised with excellent interpersonal and communication skills
- Able to be flexible and adapt at short notice, and be a team player

Desirable – at least one of the following:

- Some accountancy knowledge or training
- Some experience of customer account handling
- Familiarity with financial data sources, such as Companies House, Experian's MarketIQ or BvD's Fame, as research tools to identify emerging tech companies
- IT skills, preferably Excel and Access, and helpful to have some Adobe InDesign or Premiere Pro experience

Career progression

There is plenty of scope for the right candidate to take on additional responsibilities within our team. These could include:

- Progress to project-manage one or more of our seven league tables, Ones to Watch or Disruptors to Watch 10 programmes, from research to publication and awards dinner
- Account manage one or more of our blue-chip sponsors

The company

Who we are

- Fast Track is the UK's leading research and networking events company focused on top-performing private companies and entrepreneurs, from the fastest-growing tech companies to the largest private companies, which we rank in our annual league tables published in **The Sunday Times**
- It was founded in 1997 by our chief executive Hamish Stevenson with cornerstone, and ongoing, sponsorship from Richard Branson and Virgin
- Our sole source of revenue is from our blue-chip sponsors, who use it to raise their profile amongst different types of private companies, and to meet and win new business from hard-to-reach entrepreneurs and directors at our company visits and networking events
- We employ 31 full-time members of staff, and nine freelance researchers; some staff have worked with Fast Track for over ten years

What we do

- We research and publish seven annual private company league tables with **The Sunday Times**; and our 26 highly-regarded, invitation-only events create valuable networking opportunities for their entrepreneurial directors and our sponsors
- We conduct 300+ annual research visits to companies shortlisted for our league tables, accompanied by partners from our sponsors, where we interview the founders, chief executives and finance directors
- Our sponsors include: Virgin (all 21 yrs); UBS Wealth Management, Lloyds & HSBC (15+ yrs); Barclays, BDO, Hiscox & Grant Thornton (9+ yrs); and BGF, BMW & Linklaters (4+ yrs)
- Attendees and speakers at our events range from founders of our alumni growth companies such as Fever-Tree, Matchesfashion.com and Skyscanner, to the founders and CEOs of our alumni from the largest private companies such as Ineos, Dyson, and Pret A Manger
- Our annual flagship conference and awards dinner has been hosted by Richard Branson for all 21 years

To apply

Please email jobs@fasttrack.co.uk with a one-page application letter, stating why you would excel in this role, your current salary and notice period, and where you saw the vacancy; and a copy of your CV.

Interviews will be held between 5pm and 7.30pm on **Wednesday 31 January**.

For further info, contact Eva Gronbech or Lizzie Ritz on 01865 297 100.