

Job Description

Portfolio Business Analyst

Role	Portfolio Business Analyst
Function	Portfolio & Data Analytics
Reporting to	Head of Portfolio
Location	Cape Town, South Africa

About E4E Africa

E4E Africa is an early-stage venture capital firm backing exceptional founders building high-growth, technology-enabled businesses in South Africa and East Africa.

We work closely with founders beyond capital — helping companies sharpen their operating decisions, understand where value is being created or lost, and make better choices around growth, risk, follow-on capital, and strategic support.

Why this role exists now

We are recruiting a Portfolio Business Analyst to join our portfolio team.

This is a portfolio analytics role for someone who enjoys turning messy company information into clear investment and operating decisions. The role sits close to portfolio strategy, valuations, reserves, follow-on investment decisions, and founder support — but it is not a deal-sourcing role.

The primary purpose of the role is to provide rigorous analytical and data infrastructure that helps E4E make better decisions across its portfolio. You will work with portfolio company financials, KPIs, board packs, budgets, valuation inputs, strategic plans, and operating data to identify what matters, where risks are emerging, and where support or capital allocation decisions may be required.

The role will also work extensively with E4E's AI-driven intelligence platform, helping manage AI bots, automated workflows, reporting systems, filing processes, and portfolio data aggregation. You will be expected to bring strong quantitative skills,

structured thinking, and data discipline to help the team understand where value is being created or lost across the portfolio.

This is a role for someone who is highly analytical, comfortable with imperfect information, rigorous with numbers, and excited by the opportunity to help build the operating intelligence layer of a venture capital firm.

Key Responsibilities

Area 1: Portfolio Insight and Decision Support

- Analyse portfolio company financials, KPIs, board packs, budgets, and strategic plans to surface the key quantitative and strategic decision implications.
- Prepare concise decision briefs for portfolio reviews, partner conversations, valuation discussions, reserve planning, and capital allocation decisions.
- Build and maintain financial models that support portfolio reviews, valuation discussions, follow-on investment analysis, reserve planning, and operating performance assessments.
- Contribute quantitative inputs to follow-on and valuation discussions — organising evidence, stress-testing assumptions, and clarifying trade-offs.
- Identify recurring themes across the portfolio, including growth bottlenecks, cash pressure, margin quality, execution risk, and operating constraints.
- Support portfolio company growth conversations by providing research and insight into potential markets, new trends, business models, competitive dynamics, and operating benchmarks.

Area 2: Portfolio Company and Market Analysis

- Conduct company, market, and industry analysis where relevant to portfolio company strategy, growth planning, or follow-on decisions.
- Support investee companies with research and analytical work that helps them better understand markets, competitors, customer segments, pricing, unit economics, or expansion opportunities.
- Translate complex analysis into clear, practical insights that can support founder conversations and internal E4E decision-making.

Area 3: AI Platform and Automation

- Operate and help manage E4E's AI-driven intelligence platform, including AI bots and automated workflows that support reporting, data aggregation, and portfolio monitoring.
- Design, improve, and maintain automated workflows that reduce manual data work and increase the speed, accuracy, and reliability of portfolio insights.
- Convert recurring portfolio analysis and reporting tasks into repeatable systems, templates, trackers, and AI-supported workflows.
- Evaluate and integrate new AI tools that can improve E4E's analytical, reporting, and portfolio intelligence capabilities.
- Work with the team to ensure AI-generated outputs are accurate, source-backed, and decision-useful.

Area 4: Information Quality and Source Discipline

- Maintain structured, decision-useful portfolio data: key metrics, financial movements, valuation inputs, and open questions.
- Review company-provided information for inconsistencies, stale assumptions, missing context, and unsupported conclusions.
- Flag information gaps early where they could affect portfolio decisions, valuation views, reserve planning, or founder support.
- Ensure key data points are traceable to source documents and clearly distinguish actuals, forecasts, assumptions, and estimates.
- Help improve the firm's discipline around data quality, source reliability, and analytical consistency.

Area 5: Operating cadence and execution

- Convert ad-hoc portfolio work into repeatable rhythms, templates, dashboards, and trackers that improve decision-making speed and consistency.
- Coordinate information requests with portfolio company teams in a structured, founder-sensitive way.
- Track agreed actions from portfolio reviews and founder engagements so important follow-ups do not disappear between meetings.
- Support the Head of Portfolio in preparing for portfolio reviews, founder discussions, valuation updates, reserve planning, and internal decision forums.
- Help build a more systematic, data-informed portfolio operating cadence across the firm.

Experience & qualifications

- University degree in a quantitative or analytical field such as Mathematics, Statistics, Econometrics, Economics, Engineering, Computer Science, Finance, Business Science, or a related discipline.
- Working towards or holding a CFA, CA, or postgraduate qualification in a quantitative or finance-related field would be a strong advantage.
- 3–8 years of relevant experience in investment management, corporate finance, consulting, data analytics, quantitative research, venture capital, private equity, or a similar analytical environment.
- Strong financial modelling skills, with the ability to build, interrogate, and stress-test models from first principles.
- Experience conducting company, market, industry, or investment analysis.
- Demonstrated comfort working with AI tools, automation platforms, data workflows, or analytical systems.
- Experience working with messy, incomplete, or imperfect datasets would be highly valuable.
- Familiarity with early-stage companies, technology-enabled business models, or African venture markets would be advantageous.

Skills & attributes

- Strongly quantitative — comfortable with numbers, models, financial data, and statistical or analytical reasoning.
- Highly analytical, with strong attention to detail and a low tolerance for unsupported assumptions.
- Structured thinker who can turn messy information into clear, decision-useful analysis.
- Strong financial modelling and analytical problem-solving skills.
- Comfortable using AI tools and capable of managing automated workflows with limited oversight.
- Resourceful — able to find, clean, organise, and analyse data from diverse and imperfect sources.

- Strong written and verbal communication skills; able to translate complex analysis into clear decision briefs.
- Driven and self-motivated, with the ability to work independently and manage multiple workstreams.
- Collaborative, with strong teamwork capabilities and a founder-sensitive working style.
- Keen interest in technology, innovative business models, and the African startup ecosystem.
- Passion for impact and driving positive societal change through investment and innovation.

Compensation & conditions

- R700,000 – R1,140,000 pa (R58k – R95k/month, base salary).
- Cape Town-based; flexible working arrangements considered.

How to apply and what to expect

Please complete the [application form](#) for this role. We review applications on a rolling basis and will aim to respond to candidates within two weeks.

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