

it|venture careers

Job Specification

Role

Junior Data & Business Analyst
(Fixed-Term Contract)
Belgrade



Welcome to it|venture

Here's a little bit about us

We're growing. Fairly rapidly. And that's why we need you. We're a dynamic, London-headquartered firm that provides independent consultancy services and bespoke technology solutions to both top-tier and boutique investment clients within the private capital markets industry.

Formed in 2011, we have amassed a wealth of experience in delivering technical projects. We've worked on over 200 projects, for over 30 clients, across 20 different countries. We work directly with our multi-national client base, providing innovative solutions using a variety of industry recognised software.

Our team is made up of experts in implementation, reporting and configuration of these platforms, as well as highly skilled developers who deliver bespoke software solutions, with employees in London, Belgrade and the US.

How we work

Overview

Whilst most consultancy practices can tell a client how to achieve a goal, we pride ourselves on our ability to roll up our sleeves and realise that goal. Our clients value our service because we understand their business and the technology available on the market. We are great with data, know what it means, and always deliver high quality results.

As we look to expand our services offering, we are seeking a candidate to join our growing team.

What we offer

- A competitive salary and a supportive environment to kick-start your career
- Work from a modern, centrally located office, surrounded by a collaborative and energetic team
- Direct involvement in a high-impact system integration project from day one
- Opportunity to work with and learn from international clients and global companies
- Hands-on experience with SQL, data analysis, reporting, and business processes
- Mentorship from experienced professionals who will actively support your development
- Fast skill growth in a dynamic, real-world project environment
- A strong foundation for future roles in data, consulting, or tech-driven business roles
- Real opportunity to continue beyond December and grow within the team based on your performance

The role

Junior Data & Business Analyst

Duration: Until December 2026 (with possibility of extension)

We are looking for motivated junior candidates or final-year students from technical, business, or economics backgrounds to join a system integration project. This is a hands-on opportunity to gain real-world experience working with data, reporting, and business processes in a project-driven environment.

You will be responsible for:

- Supporting the delivery of a system integration project, working closely with senior team members and project stakeholders.
- Assist with data migration, data reconciliation, and reporting adjustments.
- Write and maintain report programs to extract, transform, and validate data (in-house technology).
- Help ensure data accuracy and consistency across systems.
- Participate in requirement gathering and understanding business needs.
- Support testing and validation of integrated systems.
- Document processes, findings, and solutions.
- Collaborate with both technical and business stakeholders in English.

About you

What we're looking for

- Final-year student or recent graduate in IT, Engineering, Economics, Business, or a related field
- Basic to intermediate knowledge of SQL (required)
- Strong analytical and problem-solving skills, with attention to detail
- Basic understanding of business processes and data analysis concepts
- Familiarity with at least one programming language (e.g. Python, Java, etc.) is a plus
- Fluent in English (written and spoken)
- Proactive mindset with a willingness to learn and contribute in a team environment

Nice to have:

- Exposure to data tools (e.g. Power BI, Excel, databases)
- Understanding of system integration, APIs, or data flows
- Internship or academic project experience involving data