



## Job Description

### Assistant Manager Finance – Treasury

Ed Partners Africa is a fast-growing non-bank financial institution with its headquarters in Nairobi and a growing network of outlets in other parts of the country. Ed Partners mission is to improve access to affordable quality education through provision of financial and non-financial solutions. As part of its strategy to strengthen the organization's capabilities, the institution is seeking to fill the role of Assistant Manager- Finance -Treasury who will report to the CFO.

### General Job Description

This positions' key responsibilities are:

- 1. Financial Modelling, Budgeting and forecasting-** support the financial analysis and forecasting
- 2. Fund raising and investor relations –** support in the equity and debt fund raising process. Manage deal pipeline and follow up daily for closure.
- 3. Executive support –** support in preparation of board pack/pitch decks to debt and equity investors and external stakeholders
- 4. Business intelligence and analytics –** supporting in business reviews, analytics and recommendations
- 5. Liquidity Management –** ensure that liquidity risk is managed within the approved thresholds as pertains to investor relations.
- 6. ALCO-** champion ALCO meetings, manage balance sheet risks and ensure balance sheet optimization.
- 7. Pricing-** Regularly review the cost of funds, opex, cost of risk and other drivers and advise on pricing reviews for the company's products and services
- 8. Financial and Management Reporting-** assist in branch, entity and the group monthly, quarterly, and annual financial and business reports
- 9. Compliance -**compliance with investor requirements, covenants etc.
- 10. Risk Management-** identify and mitigate departmental risks
- 11. People Management-** development, training, motivation and performance management

### Specific Job Responsibilities and Accountabilities

- Assemble industry-based market research and advise on industry benchmarks and trends.
- Assist in the management of data, trends, insights and metrics for the business and the industry.
- Support the financial analysis, Variance analysis and forecasting of growth projections for the business.
- Provide analysis and modeling support to the business as per business requirements.
- Contribute to the drafting and/or revising of annual budgets and business plans.
- Assist in the management of data, trends, insights and metrics for the business and the industry.
- Assist in forecasts for future business growth including budgets
- Cashflow projections and planning-preparation of rolling budgets
- Preparation of cash call requests from the holding company for approval
- Exploring different investment opportunities

- Support the equity and debt fundraising processes in terms of projecting the funding gaps, generating & updating funding pipelines, organizing meetings, preparation of information packs, responding to queries from analysts and investors, liaising with financial advisors, due diligence, documentation/contracts negotiations, closure, disbursement, relationship management and monitoring for compliance against covenants, reporting requirements etc.
- Co-ordinate and follow-up on signing of investment documents and agreements on behalf of the company.
- Support the executive in management of investor relations
- Ensure compliance as per investor requirements
- Assist in business analytics including review of revenue, pricing, expenses, portfolio mix and aspects that assist in improving performance and decision making
- Assist in system reviews and system enhancements for business modelling and analytics
- To assist in the annual external audits and internal audits as required
- Review of branch accounts and branch data to give performance improvement recommendations
- Assist in extracting and providing cash liquidity analysis
- Assist in review of processes and procedures for automation
- Contribute to training and development of the team
- Support the executive leadership in preparation of board packs and presentations to required stakeholders
- Any other duties assigned by the supervisor.

### **Qualifications**

- Bachelor's degree in Finance, Accounting, Business Administration
- CPA/ACCA Qualification
- Minimum of 6 years' experience in a busy finance office. Experience in a bank, Microfinance Bank is an added advantage
- Practical knowledge of applicable tax laws
- Practical knowledge of accounting software such as Navision, SAP, QuickBooks, Oracle.
- Good understanding of financial institutions' operations.
- Good excel skills and analysis.

### **Personal Attributes**

- Excellent interpersonal and networking skills, internally and externally.
- A desire to make the world a better place, passion creating social impact through education, and someone who wants a job with meaning and purpose.
- Strong analytical mindset and problem-solving attitude
- Highly professional in working with team members and other stakeholders
- Self-motivated, keen to take initiative, a love to learn new things, and to take on challenges
- Excellent people management skills
- Believe that meaningful work, a great work environment, and long-term career development are more important than a big-name company and a big pay cheque.