
Manager (Project Finance and Institutional Relations)

Reporting Line

The Chief Executive Officer

Purpose

The Manager (Project Finance and Institutional Relations) will be responsible for the project level financing and will have to provide transactional support to the project teams.

Duties and Responsibilities

The Manager (Project Finance and Institutional Relations) shall:

- (i) develop and lead the Project Finance Unit and establish an investment policy aligned with the company strategy and investment criteria for evaluating prospective projects;
- (ii) establish a clear and actionable roadmap for corporate finance management of the Company;
- (iii) perform financial due diligence and analysis on prospective projects and make recommendation on investment decisions;
- (iv) create financial models to analyze financial viability of projects, to enhance return on investment of projects and provide guidance on financial planning;
- (v) prepare financial documents for presentation to potential and current investors through information memoranda and prospectus;
- (vi) conduct market research, gather market intelligence, and provide updates on financial markets activities in order to promote the Company in the local and the global market;
- (vii) network with fund managers, bankers, financiers and regulators with a view to expanding funding access while improving market perception;
- (viii) oversee and undertake, as and when required, a variety of project accounting tasks including, but not limited to, monthly project journals, accruals, adjustments, project expenditure reporting against budget, and capitalisation assessments;
- (ix) establish, develop and nurture close working relationships with local and international financial organisations, multilateral funding agencies, DFIs and other financial institutions;
- (x) provide guidance, direction and input on project financing, capital expenditure; and
- (xi) perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Manager, Project Finance and Institutional Relations in the roles ascribed to him.

Qualifications

- (i) A Master's Degree in Management or Business Administration or Finance from a recognised institution OR fully qualified CFA OR an equivalent qualification acceptable to the Board;
AND
- (ii) At least 5 years' working experience in the field of finance and management, part of which should be in an organisation operating in a fast-paced environment.

Knowledge and Competencies

- A thorough knowledge of investment, project finance and financial products to manage operations from a project finance perspective;
- Business planning skills including financial modelling and budgeting;
- Financial literacy and expertise of best practice improvements to processes, standards, and systems relevant to project lifecycle;
- Exceptional leadership and time, task, networking and resource management skills;
- Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills;
- Ability to function independently in a multi-task environment, as well as part of a team; and
- Highly dependable and trustworthy.

Salary

Remuneration package will be negotiable and commensurate with qualification and experience.