

JOB DESCRIPTION – SENIOR FINANCE OFFICER-TREASURY AND INVESTMENT

Job location: Nairobi Kenya

Under the supervision of and reporting to the Chief Financial Officer, the Senior Finance Officer-Treasury and Investment, will be responsible for developing ATIDI's Investment and Treasury Strategy, Funding Strategy and Asset Liability Management as well as managing and monitoring treasury and investments performance; managing and monitoring the funding structure, economic capital and ensuring capital adequacy and liquidity.

Key Duties and Responsibilities:

1. In charge of developing ATIDI's investment strategy, capital management strategy and asset liability management strategy;
2. Develop ATIDI's investment policy, funding strategy and liquidity management strategy;
3. Develop, monitor and manage ATIDI's bank relationships;
4. Identify fund managers for approval by the CFO and the Management Investment Committee (MIC);
5. Manage the performance of fund managers including setting appropriate performance benchmarks and ensuring that these benchmarks are achieved;
6. Give professional advice on strategic and tactical asset allocation;
7. Manage long-term and short-term cash flow and working capital /liquidity management;
8. Manage balance sheet and day to day liquidity to support the business needs;
9. Balance Sheet Optimisation;
10. Responsible for assets and liability matching, currency risk management and risk mitigation strategies such as hedging;
11. Forecast medium and long-term funding requirements;
12. Design and implementation of strategies to mitigate risks such as financial risk, market risk, credit risk, liquidity risks and capital management risks;
13. Manage and monitor treasury and investments;
14. Analyse and optimize investments return;
15. Oversee the work of the treasury and investments department and ensure that all transactions are properly booked in an accurate and timely manner;
16. Review all investment accounts and ensure balance sheet reconciliations are done on a monthly basis and all reconciling items are resolved in a timely manner and that all balances are agreed with all counterparties;
17. Ensure valuations of all investments is conducted in accordance with IFRS and advise on compliance with IFRS on our investments and capital strategies;
18. Explore and propose new investment opportunities and different classes of investment to the MIC;
19. Produce monthly report and dashboards on investments including the macro and microeconomic outlooks guiding the short term and long-term investment strategy;
20. Coordinate with bank and asset managers;

21. Work closely with the Membership Department/Unit to manage capital (update on share valuation recommendation, dividends, share buy-back, etc.);
22. Work on due diligence processes for financial institutions and other investment proposals;
23. Prepare Management and Board investment reports;
24. Implement effective people management initiatives including:
 - Monitoring workflow, volume of work deliverables and the delivery of work of direct reports;
 - Assisting team members in outlining their professional development goals and identifying any need for and monitoring “on the job training”; mentoring and coaching team members;
 - Ensuring the efficient and fair assignment of work to direct reports; and
 - Providing ongoing informal and formal feedback to direct reports and ensuring direct reports who are primary supervisors provide similar feedback to those they supervise.
25. Perform other duties as may be assigned to you from time to time.

Role Specifications:

- A Master’s degree in Business Administration (MBA), Finance or Accounting Option;
- Bachelor of Commerce degree in Accounting or Finance;
- Professional investment qualifications e.g. CFA;
- Membership of a professional body such as CA, ICPAK, CIMA, ACCA or similar bodies;
- A minimum of twelve (12) years relevant Investment and Treasury experience;
- Knowledge in strategy development;
- Knowledge in policy development;
- Knowledge of and experience working in an Investment & Treasury function;
- In-depth understanding of the global fixed income market and investments;
- Knowledge and experience in foreign currency hedging strategies, cash flow forecasting and debt sourcing skills;
- Good understanding of Solvency II and RBC;
- Microsoft excel modelling capabilities;
- Risk management skills;
- Strong analytical skills with a high level of accuracy and attention to details;
- Strong planning and organizing skills;
- Proactive and autonomous;
- Proficiency in standard office computer applications;
- Ability to work in a multi-cultural environment;
- Excellent communication (oral, written and presentation) and interpersonal skills;
- Fluency in written and spoken English. French will be an advantage; and
- Demonstrate ATIDI's core values - unity of purpose, customer first approach, integrity, getting it first the right time and creativity.

