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## Associate, Investments at FSD Africa

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## **Job Description**

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Created in , FSD Africa is a £30 million financial sector development programme or 'FSD' based in Nairobi. It is funded by the UK Government's Department for International Development (DFID). FSD Africa aims to reduce poverty across sub-Saharan Africa by building financial markets that are efficient, robust and inclusive.

#### **KEY RESPONSIBILITIES AND ROLE REQUIREMENTS**

#### **Investment process**

Execution of the investment process, completing the necessary tasks in a timely and resourceful manner:

Data collection, analysis and quality assurance

Deal vetting, pipeline reporting, and preparation of investment proposals and documentation; includes proposal analysis and financial modelling

Deal monitoring and deal closing activities, i.e. supporting the Senior Investment Manager with legal documentation, closing off Conditions Precedent amongst other tasks related to deal closing.

Working on investment follow-ons, restructuring, and exits as required

Production of zero-error financial models and other quality investment outputs that require minimal review by the Senior Investment Manager.

#### Market trend analysis

Ensure the Senior Investment Manager have the market intelligence information to make decisions on investments, and to report on investee performance and market building impact: Executing of FSDAi's ESG, Safeguarding, Risk, and Valuation policies

Taking the lead on analysis to implement the policies

Producing high quality reports on policies for the investment team discussions and decisions

## Investee reporting and monitoring and stakeholder engagement

Produce investee quarterly reports and engage with investee TA programme execution: Analysing financial, impact, risk, and ESG performance

Actively engage in TA programme execution and monitoring, coordinating with FSDA teams and the FSD network

Working closely with IM, as required, in interventions to support potential investments, such as feasibility study, sector analysis or co-creating/ designing an investment approach with FSDA or a potential investee

#### Team engagement

Engage and work with Senior Investment Managers as well as analysts in ensuring efficient use of staff and financial resources. Show initiative in continuing to improve and build on operational processes and procedures, reporting, and team engagement. Deliver tasks in a timely manner.

Carry out any other duties or special assignments as assigned by the Management . PERSON SPECIFICATIONS

#### **Qualifications and Education**

Masters Degree with 3 years or Bachelors Degree with 4 year of relevant and practical work experience, working in investment banking, financial advisory, development finance, or private equity.

#### **Essential Experience, Knowledge, and Skills**

Sound and proven financial modelling, valuation and investment analysis

Practical experience with ESG and risk monitoring

Practical experience with the design and execution of technical assistance

Practical experience with impact models in private investment

Good communication skills and in particular power point presentations

Enthusiastic, creative, ambitious, and willing to go the extra mile

Passion for, and track record of economic and social development in Africa.

Demonstrated experience working independently with minimal supervision and interest and commitment to international development.

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#### **Cross References and Citations:**

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