



## Investment Managers

### Our Client

Our client is a leading development finance company that focusses exclusively on investing in emerging businesses. The client manages several funds and programs on behalf of international development finance institutions, development organizations, foundations, large companies and private funders. With on-the-ground local teams in 13 countries in Africa and the Middle East, our client has done over 500 investments in local small and growing businesses so far, sustaining more than 25,000 jobs.

Our client invests in start-up and growing businesses at the base of the SME pyramid. These owner- operated businesses typically lack track record and collateral but are deemed viable with the appropriate business support. Our client invests through the integrated provision of business skills, market linkages and risk capital and in ways that are financially sustainable. Our client’s investments are typically structured as medium-term risk capital typically through a self-liquidating ‘mezzanine’ instrument with repayment linked to the cash flow of the investee. They manage risk through on-the ground teams and proven investment and support processes and have adopted a fully integrated approach to responsible investment, with ESG considerations at each step of the investment process to maximize impact and mitigate risk.

### Role Summary

The role’s key purpose is to create sustainable impact through serving entrepreneurs in the SME sector with risk capital and business support, helping them to realise their full business potential and achieve long- term success. The investment manager delivers tangible value to the SME clients and by doing so, achieves financial and impact returns on his/her transactions. A secondary purpose is to develop and share within the company network knowledge and expertise in SME investment and support, including lessons learnt.

### Primary Relationships

The position reports to the Investment Executive. Within the organisation, the position has primary working relationships with the in-country investment team. Externally, the IM works mostly with referral networks and clients.

### Key accountabilities and Responsibilities

Accountabilities	Responsibilities	
<p><b>Deal referral networks (10%)</b></p>	<ul style="list-style-type: none"> <li>• Identify, develop and maintain deal referral networks</li> <li>• Measure and report on the effectiveness of such networks</li> </ul>	<ul style="list-style-type: none"> <li>• # of applications</li> <li>• # of screenings</li> <li>• Conversion application/screening</li> </ul>

<p style="text-align: center;"><b>Transaction Performance (40%)</b></p>	<ul style="list-style-type: none"> <li>• Identify prospect needs and effectively sell company value offering to fulfil these needs</li> <li>• Screen applications efficiently, applying the company viability model and the investment strategy and policy framework.</li> <li>• Analyse and thoroughly verify and cross reference key assumptions underpinning the business plan.</li> <li>• Build the financial model and conduct a proper risk assessment.</li> <li>• Maintain verification records in line with company document management system</li> <li>• Structure viable transactions in line with the company investment and pricing policy and product parameters.</li> <li>• Draft high quality, focused and concise screening and finance reports that allow for efficient decision making within agreed time frames.</li> <li>• Restructure transactions that are viable and hand over those that are no longer viable</li> <li>• Manage collateral and insurance policies</li> <li>• Collect and record impact data and ensure data integrity, in line with company impact data strategy and policy</li> </ul>	<ul style="list-style-type: none"> <li>• # of approvals and value</li> <li>• Disbursement value</li> <li>• # of FC referrals</li> <li>• Average investment process time line (application – disbursement) disbursed deals</li> <li>• Up to date and accurate records</li> </ul>
<p style="text-align: center;"><b>Portfolio Management (10%)</b></p>	<ul style="list-style-type: none"> <li>• Conduct a quarterly, formal portfolio visit and record the results on e-front.</li> <li>• Follow up on all repayments due and make suitable arrangements to address potential arrears</li> <li>• Restructure transactions that are viable and hand over those that are no longer viable</li> <li>• Manage collateral and insurance policies on a quarterly basis and record results on e-front</li> <li>• Collect and record impact data and ensure data integrity, in line with the company’s impact data strategy and policy.</li> </ul>	<ul style="list-style-type: none"> <li>• UPI %, realization rate, level of arrears</li> </ul>

<p><b>Sustainability &amp; Growth (30%)</b></p>	<ul style="list-style-type: none"> <li>• Support the client in developing and implementing a robust business plan, financial plan and risk assessment and mitigation plan.</li> <li>• Introduce ESG best practices and formalize business where appropriate</li> <li>• Support implementation of a financial management system that produces monthly management accounts</li> <li>• Track performance of portfolio companies against the business financial plan.</li> <li>• Identify any negative trends and deviations from the client’s operational and financial plan.</li> <li>• Facilitate business linkages. Provide access to markets and business opportunities.</li> <li>• Maintain a network of SME service providers.</li> <li>• Follow up on all repayments due and make suitable arrangements to address potential arrears</li> <li>• Keep abreast of all government legislations and regulatory requirements which may affect the operations of the portfolio companies</li> <li>• Leverage company’s expertise effectively for clients benefit</li> </ul>	<ul style="list-style-type: none"> <li>• % Client satisfaction</li> <li>• % of management accounts received</li> <li>• Sales growth clients</li> </ul>
<p><b>Investment Expertise &amp; Knowledge (10%)</b></p>	<ul style="list-style-type: none"> <li>• Share success, knowledge and experience among the team and the wider network</li> <li>• Actively contribute to the team and collaborate within and across teams</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Feedback</li> </ul>

**Key Performance Metrics/Outputs**

1. Number of networks developed and maintained
2. Application, approval and disbursement value
3. Transaction returns, realisation rates and impact returns (job creation, client growth)
4. Client sales growth, % of viable deals, % of management accounts
5. Client satisfaction score
6. Contributions to company

**Ideal Profile**

The company is a mission-driven for profit development finance organization that is run on strong commercial principles. We recruit people that believe in the power of capital and market development to do bring about positive change in local communities. Our client employs people who are passionate about its sector and what they do, strong on ethics and committed to the success and sustainability of our clients and of the company.

The company works with local entrepreneurs who are looking to professionalize and grow their businesses. They support them with practical, specific and relevant business advice. This requires it to be accessible, down-to-earth, pragmatic, hands-on, professional, respectful and honest. The

company aims to develop long term relationships with its employees. Our client invests in its employees for the long term and offers a solid career in an organization that is at the forefront of impact investment.

Learning is part of the company culture. Each employee, at every level, is conscious of the need to continuously raise her/his knowledge and skills. The willingness to learn is therefore a non-negotiable condition of employment.

### Required experience, qualification and skills

- Investment or finance experience in SME investment, with a 7+ years (Senior Investment Manager) and 5+ years (Junior Investment Manager) of demonstrated track record in investing or financing SMEs.
- Advanced degree required. An MBA is preferred, as well as CFA or ACCA.
- Excellent financial and analytical skills.
- Good credit management skills
- Written and spoken language fluency in English essential.

### Key attributes and competencies

<b>Relating and networking</b>	<ul style="list-style-type: none"> <li>• Establishes good relationships with customers and staff;</li> <li>• Builds wide and effective networks of contacts inside and outside the organisation;</li> <li>• Relates well to people at all levels;</li> <li>• Manages conflict;</li> <li>• Uses humour appropriately to enhance relationships with others</li> </ul>
<b>Presenting and communicating information</b>	<ul style="list-style-type: none"> <li>• Speaks clearly and fluently;</li> <li>• Expresses opinions, information and key points of an argument clearly;</li> <li>• Makes presentations and undertakes public speaking with skill and confidence;</li> <li>• Responds quickly to the needs of an audience and to their reactions and feedback;</li> <li>• Projects credibility</li> </ul>
<b>Applying expertise and technology</b>	<ul style="list-style-type: none"> <li>• Applies specialist and detailed technical expertise;</li> <li>• Develops job knowledge and expertise through continual professional development;</li> <li>• Shares expertise and knowledge with others;</li> <li>• Uses technology to achieve work objectives;</li> <li>• Demonstrates an understanding of different organisational departments and functions</li> </ul>
<b>Learning and researching</b>	<ul style="list-style-type: none"> <li>• Analyses numerical data, verbal data and all other sources of information;</li> <li>• Breaks information into component parts, patterns and relationships;</li> <li>• Probes for further information or greater understanding of a</li> </ul>

	<p>problem;</p> <ul style="list-style-type: none"> <li>• Makes rational judgements from the available information and analysis;</li> <li>• Produces workable solutions to a range of problems;</li> <li>• Demonstrates an understanding of how one issue may be a part of a much larger system</li> </ul>
<b>Analysing</b>	<ul style="list-style-type: none"> <li>• Rapidly learns new tasks and quickly commits information to memory;</li> <li>• Gathers comprehensive information to support decision making;</li> <li>• Demonstrates a rapid understanding of newly presented information;</li> <li>• Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback);</li> <li>• Manages knowledge (collects, catalogues, and disseminates knowledge of use of the organisation)</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• Sets clearly defined objectives;</li> <li>• Plans activities and projects well in advance and takes account of possible changing circumstances;</li> <li>• Manages time effectively;</li> <li>• Identifies and organises resources needed to accomplish tasks;</li> <li>• Monitors performance against deadlines and milestones</li> </ul>
<b>Delivering results and meeting customer expectations</b>	<ul style="list-style-type: none"> <li>• Focuses on customer needs and satisfaction;</li> <li>• Sets high standards for quality and quantity;</li> <li>• Monitors and maintains quality and productivity</li> <li>• Works in a systematic, methodical and orderly way;</li> <li>• Consistently achieves project goals</li> </ul>
<b>Achieving personal work goals and objectives</b>	<ul style="list-style-type: none"> <li>• Accepts and tackles demanding goals with enthusiasm;</li> <li>• Works hard and puts in longer hours when it is necessary;</li> <li>• Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities;</li> <li>• Seeks progression to roles of increased responsibility and influence</li> </ul>

### Compensation

The company offers competitive compensation for the local development finance sector that will be commensurate with experience. Compensation includes a base salary and an annual bonus based on achievement of individual and institutional goals.

### To Apply

Please send your updated resume to [hello@talentstoneafrica.com](mailto:hello@talentstoneafrica.com)