



JOB DESCRIPTION

Senior Investment Analyst

Nairobi Kenya

I. INTRODUCTION

The Grassroots Business Fund (GBF) is a global impact investing organization whose mission is to help build and support viable, sustainable and inclusive businesses that generate earnings or cost saving for low income individuals in Africa, Asia and Latin America. GBF's unique hybrid approach blends investment capital and capacity building to High Impact Businesses.

The Grassroots Business Fund is currently to hire seeking a Senior Investment Analyst for the Nairobi office. The Senior Investment Analyst will report to the Africa Regional Director.

II. SCOPE OF WORK

The main responsibilities of the Senior Investment Analyst will include the following:

- Leading a significant portion of pipeline development, portfolio booking and management including (1) tracking, managing & reporting on deal pipeline & decision points and/or (2) tracking portfolio client repayment rates, aggregate portfolio concentrations, client workout list, etc;
- Leading a significant portion of investment activities including (1) screening leads, due diligence, structuring & closing deals, (2) drafting related memos, scorecards, related documents & financial models, (3) assessing social impact and (4) leading deal discussions in GBF decision check-ins;
- Leading a significant portion of individual client supervision activities, including conducting supervisory calls and meetings, collecting and analyzing financial and social impact reports, ensuring client payments;
- Leading the new and existing loans in the portfolio by (1) frequently monitoring payments and ensuring client pay as per the loan agreements, (2) mitigating delayed payments, (3) managing legal matters in relation to debt recovery and reconciliations;
- Evaluating clients' credit data and financial statements in order to determine the degree of risk involved in lending to the clients;
- Preparing reports about the degree of risk in lending to clients and analyzing client records and using the data to recommend payment plans.

III. PROFILE OF SELECTED

Required Experience and Qualification:

- Related Bachelor's Degree with 3 -5 years of relevant job experience at financial institutions and/or impact investment funds
- Chartered Financial Analyst (CFA) qualification is an added advantage
- Demonstrated ability of supporting investment activities for companies in East Africa, including (1) sourcing, due diligence, and structuring & closing, (2) drafting related memos, financial models, legal agreements, etc., (3) assessing social impact and (4) leading deal discussions in GBF decision check-ins;
- Demonstrated support or ability in research, client supervision/compliance, and capacity building interventions; demonstrated track record in loan portfolio management is desired
- Strong analytical & problem solving skills (identifying critical business issues & developing creative, practical solutions);
- Excellent communication skills both written and oral, in English and a regional language (if appropriate), including the ability to convey ideas and positions clearly;
- Ability to work through multidisciplinary teams, deliver high quality work within deadlines, and to meet team objectives.
- Ability to deal with conflicting priorities & deliver quality work on time;

- Demonstrated initiative, organization, & project management skills;
- Ability to interact with clients & partners, & manage relationships;
- Good financial analysis and modeling skills.

V. ESTIMATED TIMETABLE AND TERMS:

The applicants are encouraged to apply as soon as possible. Applicants will be reviewed on a rolling basis. This is a full time position with GBF Nairobi Office, pending a successful performance in the first three (3) months period.

VI. COMPENSATION:

The candidate will be entitled to full benefits considering the market rate and experience.

VII. HOW TO APPLY:

Please submit a cover letter and current CV by email to africainfo@gbfund.org with **“Senior Investment Analyst”** in the subject line. Only shortlisted candidates will be contacted for interviews.