

GENERAL MANAGER (FINANCE & INVESTMENT)

Reporting to the Managing Trustee, the General Manager (Finance & Investment) will be responsible for ensuring the Fund's financial stability, growth and long-term sustainability by making sound financial decisions, optimizing investments and managing risks. He/She will be responsible for planning, coordinating, leading and controlling the Funds' financial management, developing and implementing the Fund's investment strategy, and managing the Funds' investment portfolio. He /She will oversee the operations of the Property Development & Management and Investments & Actuarial and Financial functions of the Fund while ensuring and facilitating the availability of required knowledge, skills and tools within the departments so that assigned managers are able to deliver on their roles.

KEY RESPONSIBILITIES:

- Develop and implement financial strategies that support the Fund's goals and objectives;
- Develop policy guidelines on all matters related to management of the Funds' properties;
- Develop and oversee the fund's investment portfolio and making decisions that will maximize returns;
- Develop a robust investment policy statement for the Fund in line with corporate objectives;
- Create and manage budgets to ensure efficient allocation of financial resources;
- Manage cashflows, liquidity and working capital to support the Fund's operations;
- Conduct financial analysis to evaluate investment opportunities and cost cutting measures;
- Maintain system of accounts and keeping books and records on all transactions and assets and Oversee the financial audit of the Fund;
- Create financial forecasts and models to support long-term planning and decision making;
- Implement cost control measures to enhance profitability and efficiency;
- Prepare financial statements, reports, and present to Senior managers and the Board;
- Identify and manage financial risks and develop policies to mitigate them;
- Develop and maintain strategic relationships with key stakeholders;
- Monitor performance of the Fund's assets and liabilities;
- Carry out feasibility analyses on viable investment opportunities;
- Analyze the Funds' financial performance in comparison with the industry trends, identifying and managing risks including stress tests and scenario analyses;
- Develop tax strategies to optimize the Fund's tax position;
- Determine investment goals and strategies in consultation with Fund managers;
- Conduct feasibility studies and making recommendations on the development concepts, land acquisitions, preliminary programs and budgets;
- Oversee ongoing projects including reviewing progress with contractors, consultants and project managers;
- Ensure compliance with regulations including timely payments of statutory fees; and
- Ensure the Fund's properties are maintained at the highest habitable state.

JOB REQUIREMENTS/SPECIFICATIONS:

- Master's Degree in Actuarial Science, Finance, Accounting, Economics, Commerce or a related field from a recognized institution;
- Bachelor's Degree in Actuarial Science, Finance, Accounting, Economics, Commerce or a related field from a recognized institution;
- Professional qualification in any of the following disciplines: Certified Public Accountant (CPA (K)), Association of Chartered Certified Accountants (ACCA), Certified Financial Analyst (CFA), Certified Investment and Financial Analyst (CIFA), Fellow of the Society of Actuaries (FSA), Fellow of the Institute and Faculty of Actuaries, Certification in Insurance or any other relevant qualification or a related field from a recognized institution;
- At least twelve (12) years' work experience, five (5) of which should be in a senior management position;
- Membership to a relevant and accredited professional body such as ICPAK, ACCA, CFA Institute, ICIFA, Institute of Faculties of Actuaries (IFoA), Society of Actuaries (SoA), The Actuarial Society of Kenya (TASK) and/or ICIFA or any other relevant association and in good standing;
- Leadership Course from a recognized institution or a Certificate in Corporate Governance;
- Proficiency in computer applications; and
- Fulfilled requirements of Chapter 6 of the Constitution;

COMPETENCIES:

- Considerable knowledge of investment concepts, terminology, styles, models, and strategies, including portfolio theory, asset liability studies, asset allocation and performance measurement, and a solid understanding of capital markets;
- Ability to analyze and evaluate risk and performance of investment managers across equity, fixed income, hedge fund, private equity and real asset strategies;
- Extensive knowledge of statistical concepts, methods, and models, and their application to investments;
- Knowledge of actuarial concepts and how they apply to pension funding and asset allocation decisions;
- Solid understanding of financial markets and economic indicators;
- Strong expertise in strategic management, project planning and budgeting, resource management, strategy implementation as well as monitoring and evaluation;
- Analytical and problem-solving skills to enable identify Risk awareness and focus.
- Ability to effectively manage multiple stakeholders;
- Strong business acumen;
- Strong leadership and people management, interpersonal skills, including ability to build alliances and relationships with the right level of sensitivity to diversity; and
- Strong communication and presentation skills