

FSD AFRICA JOB DESCRIPTION

1. JOB TITLE	Investment Accountant	GRADE	
2. PILLAR	Finance		
3. ABOUT THE ORGANISATION	<p>FSD Africa is a specialist development agency working to reduce poverty by strengthening financial markets across Africa. Based in Nairobi, FSD Africa's team of financial sector experts work alongside governments, business leaders, regulators and policy makers to design and build ambitious programmes that make financial markets work better for everyone. Established in 2012, FSD Africa is incorporated as a non-profit company limited by guarantee in Kenya. It is funded by UK aid from the UK government.</p> <p>For more information, visit www.fsdafrica.org</p>		
4. REPORTING RELATIONSHIPS	REPORTS DIRECTLY TO	Finance Manager	
	REPORTS INDIRECTLY TO		
	DIRECT REPORTS		
	INDIRECT REPORTS	Assistant Accountant	
5. JOB PURPOSE	<p>The Investment Accountant is responsible for managing the disbursement and overall accounting of FSDAI investment classes and has primary day-to-day responsibility of overseeing debtors and bank holdings.</p>		
6. KEY RESPONSIBILITIES AND ROLE REQUIREMENTS			
Accounting and Financial Reporting			
<p>Prepare accurate, timely and prudent investment accounts and reports for FSDAI investments to support effective financial decisions:</p> <ul style="list-style-type: none"> • Ensure timely and accurate booking of all equity purchases and/or disposals, ensuring accurate and timely provisioning for dividends declared, as well as and following up on payments when they fall due. • Ensure timely reconciliation of the investments to the general ledger and that they are supported with certificates of deposits. • Ensure reconciliation of equity ledgers, capital gains, losses and dividend ledgers. • Prepare weekly and monthly fixed income, as well as monthly equity reports; reconcile FSDA financial and FSDAI reports. • Monitor relevant Stock Markets to ensure accurate revaluation of equities and restatement in the ERP system 			
Analysis & Advisory			
<p>Monitor investments and provide regular analysis to communicate status and highlight any areas of concern:</p> <ul style="list-style-type: none"> • Work closely with the portfolio team to ensure accurate proper valuation of investments portfolio. • Carry out market research, analyse and advise on alternative investment options. • Analyse financials for investments and report on variances. 			
Accounts Receivable			
<p>Ensure accurate and timely recording as well as monitoring of incoming funds (grants and investment interest) to ensure timely and accurate receipt:</p>			

- Ensure that all expected income and all recoveries from debtors are booked in a timely and accurate manner.
- Ensure proper handling debtor's accounts and preparing periodic reports on the progress of the outstanding balance.
- Ensure timely invoicing of interest income on outstanding balances, issue receipts for recoveries made.
- Ensure monthly reconciliation of the expected vs actual income

Funds Disbursement and Monitoring

Work collaboratively with the portfolio management team and recipients of invested funds in ensuring that due diligence and financial accountability requirements of FSD Africa and FSDAI are fully met:

- Ensure all investments are fully authorized as per investments policy before being booked in the accounting system.
- Follow up with banks to ensure all supporting documentation to investments is received and tally with the agreed terms.
- Liaise with stock brokers and custodians on all new purchases and disposals to ensure that the information provided tallies with the actual movement of funds on the bank statement.
- Monitor all investments and their maturity dates to ensure that accurate amounts are settled and on time to increase the pool of funds available for investment;
- Ensure continuous monitoring of investment evaluation procedures and propose areas of improvement.

Financial Administration

Support the Finance Manager in ensuring that routine financial administration is carried out in accordance with good accounting practice:

- Ensure safe custody of all FSDAI's investment documentation at all time.
- Ensure continuous monitoring of both local and foreign money markets.

Carry out any other duties or special assignments as assigned by the Finance Manager.

7. PERSON SPECIFICATIONS - ESSENTIAL AND DESIRABLE

7.1 Qualifications and Education

- Degree Commerce, Business Administration or related
- Professional qualification in ACCA and or CPA, CFA
- Excellent written and spoken English

7.2 Experience, Knowledge and Skills

- At least 3 years of experience in a similar role with a reputable medium to large organization
- Good knowledge of IFRS, Investments and Tax Management

7.3 Desirable

- Experience of working in a multi-cultural environment
- Advanced analytical and mathematical skills
- Experience in Investment accounting and management reporting
- Languages: French, local African languages

8. COMPETENCIES

**Level 1
Foundation**

**Level 2
Specialist**

**Level 3
Leadership**

Commitment & Drive for Results		✓	
Proactivity & Innovation		✓	
Effective Resource Management		✓	
Relationship Building		✓	
Communication & Influencing		✓	
Thinking & Problem Analysis		✓	
Learning & Resourcefulness		✓	

9. KEY RELATIONSHIPS		
Internal Relationships •	External Relationships •	
10. FINANCIAL RESPONSIBILITIES		
Direct Control •	Indirect Influence •	
11. APPROVAL PROCESS	SIGNATURE	DATE
Job Holder		
Chief Financial Officer		