

Job Title	Investment Officer – Equities
Grade	3A
Reports to	Manager Equities
Business Unit	Investments
Location	HQ

Overview

Monitor, report and assess the performance of Local Equity Investments following approved policies to maximize risk adjusted returns.

Identify investment enhancement opportunities in the existing investments of the Fund and prepare recommendation papers identifying the opportunities and action items.

Duties and responsibilities

1. Active Management and Assessment

- Meet with key management of investee companies quarterly or as and when required, for insights in its financial performance, operating environment and future outlook.
- Compile, analyse and monitor risks involved in investments and provide implementation plan to reduce such risks.
- Analyse and perform internal valuations and impairment testing on companies and liaise with external valuers and external auditors on rationales on valuation of subsidiaries.
- Identify opportunities for rehabilitation of non-performing investments and prepare necessary recommendation papers.
- Assist in the preparation of the Annual Income Budget for Equities and track the actual against budget on a monthly basis.
- Build financial models for analysis and decision making.
- Provide adhoc analysis on publications that has potential implications on current investments and provide recommendation on best way forward.
- Assist in new acquisitions from due diligence process through to settlement of new acquisition.

2. Value Enhancement

- Identify profit enhancement opportunities in current investee companies and prepare recommendation papers, including detailed analysis of the opportunity from a long term cost – benefit perspective, list of action items and deadlines.
- Propose improvements to financial status of investee companies by analysing results and variances; identifying trends; recommending action plans, etc.

3. Internal Reporting

- Review monthly reports from Finance.
- Prepare quarterly Key sector equities reports and portfolio for Board Investment Committee.
- Prepare Investment Committee reports as and when required.

4. Administration

- Attend Annual General Meeting on companies and filling proxies for AGM meeting.
- Assist in Tender Evaluation for consultancy services, projects and others within Investments.
- Manage and update soft and hard copy filings of investee companies' information, acquisitions documents and ownership rights.
- Assist in carrying out payments for local equities related projects.
- Assist in the administration work for local equities related projects.

5. Key Focus Areas

- Research and analyse industries such as financial and telecommunication companies with historical financial statements, projecting financial information and identifying investment opportunities.
- Profit enhancement recommendations for existing investee companies and portfolio in the key focus area.
- Attend internal Company meetings of subsidiaries as shareholder representatives.
- Prepare, analyse and/or disseminate quarterly or annual dashboard for Financial Institutions.
- Compile, analyse and disseminate Quarterly dashboard reports for subsidiary Bank in order to monitor performance by undertaking an analysis in terms of historical financials and actual and budgeted results with relation to other Banks in the market to add value as a shareholder

6. Perform any other duties as assigned by the Manager.

Education & Experience:

- Degree in Accounting, Banking and Finance, Commerce, Economics or related fields
- At least 2 years' experience in a similar field

Knowledge & Competencies Required:

- Clear and concise communication skills
- Data interpretation and analytical skills
- Proven ability to multi-task, work under pressure, and meet tight deadlines.
- Superior skills with Microsoft Office applications (Excel, PowerPoint, Word, Outlook).
- Reporting Skills, Informing Others, Financial Skills, Forecasting, Corporate Finance, Financial Diagnosis, Financial Software, Analyzing Information, Statistical Analysis, Process Improvement, Financial Planning and Strategy.
- Financial modeling experience and understanding of financial statements and instruments.
- Understanding of Securities and Fund Services Product Offerings is a plus.
- Understanding and familiarity with Thomson Reuters system is a plus

Reporting Structure

Direct Reports: None

Indirect Reports: None

Authority Levels

Financial: None

Staff: None

Contractual: None

Internal & External Contacts

Internal Contact

- *All Departments*

External Contacts

- Members
- Reserve Bank of Fiji
- Ministry of Economy
- Ministry of Public Enterprise, Infrastructure & Trade
- Energy Fiji Limited
- External Auditors
- Commercial Banks
- Rating agencies
- International Finance Corporation
- Commonwealth Secretariat
- External Fund Managers
- Investee Companies
- External Financial & Hotel Valuers
- Fiji Competition and Consumer Commission
- Other relevant external stakeholders

Working conditions

The incumbent may be required, to from time to time, to work late hours or during weekends, including travelling to other FPNF branches & agencies or, to work in other functional areas for job rotation for developmental purposes.