

Job Title	Investment Officer – Investment Acquisition
Grade	3A
Reports to	Manager Investment Acquisition
Business Unit	Investment Acquisition
Location	Suva

Job purpose

Reporting to the Manager Investment Acquisition, you will be responsible for supporting the New Acquisitions arm in ensuring portfolio and income growth is achieved by the Fund. This is through undertaking analysis and assessment of equities following approved policies to maximize return.

Duties and responsibilities

- Extract data from a variety of sources (websites, online databases, etc).
- Convert raw data into presentable and meaningful form through the use of tables, charts, graphs and other data analysis tools.
- Develop Financial Models based on provided project requirements and assumptions
- Interpret and document financial models.
- Conduct high level review of financial models.
- Conduct sensitivity and scenario analysis.
- Present findings of a financial model to financial and non-financial users.
- Maintain and update data being used in models.
- Improve and document existing processes by developing forms, templates and process maps.
- Conduct research and identify business opportunities in targeted industries/areas
- Assist in internal and external due diligence on investment opportunities
- Assist with feasibility studies using financial models.
- Analyse historical and projected financial statements
- Undertake analysis for investment negotiations
- Facilitate and monitor payments relating to consultant claims and contractor appointments for project.
- Assist with the preparation, submission & settlement of investment bids.
- Assist with preparation of board investment committee papers relating to investment proposal and updates.
- Assist with documentation for the Investment internal processes.
- Undertake statutory reporting to stakeholders as required by Law and ensure compliance to policies
- Update investment activities in Investment Software on a timely basis with nil errors
- Assist with Internal and External Audits and other tasks such as business valuations for financial reporting purposes.
- Conduct tender evaluation for consultancy services.

- Maintaining proper electronic and physical filing records.
- Perform any other duties as assigned by the immediate Supervisor, Manager or Division Head.

Qualifications

Education & Experience:

Bachelor's Degree in Finance, Accounting, Economics, Business Studies, Information Systems, Statistics, Mathematics or equivalent with at least two (2) years experience in analysis or financial and statistical modelling or process improvement.

Professional membership of Investment or Finance body desired.

Key Competencies:

- High level of Mathematical Accuracy.
- Clear and concise communication skills.
- Data interpretation and analytical skills.
- Superior skills with Microsoft Office applications (Excel, PowerPoint, Word, Outlook).
- Analyzing Information, Statistical Analysis, Process Improvement.
- Financial modeling experience and understanding of financial statements and instruments.
- Strong analytical skills; ability to research, analyze & evaluate.
- Good organizational, interpersonal, and problem solving skills.
- Must be a Team player.
- Ability to multi-task, priorities, and manage time effectively
- Highly motivated and enthusiastic.
- Productive with the use of computers.
- Knowledge of Excel Macros / Visual Basic for Applications would be advantageous
- Understanding of Securities and Fund Services Product Offerings is a plus.
- Understanding and familiarity with Thomson Reuters and S&P Capital IQ is a plus .

Reporting Structure

Direct: None

Indirect: None

Authority Levels

Financial: None

Staff: None

Contractual: None

Internal & External Contacts

Internal

All Departments

External

- General Public
- Members
- Regulatory Authorities e.g. Reserve Bank of Fiji
- Respective Government Agencies
- Investment Banks
- Investee/Target companies
- External Consultants
- Commercial Banks
- Rating agencies
- External Data Providers
- External Fund Managers
- External Auditors
- 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 visit investment clients and sites, including overseas travel. The incumbent may be rotated amongst other Investment Business units for developmental purposes.

Name: _____	Signature & Date: _____
Supervisor: _____	Signature & Date: _____
Manager: _____	Signature & Date: _____
Division Head: _____	Signature & Date: _____
GMHR: _____	Signature & Date: _____