

<b>Job Title:</b>	<b>Administration and Compliance Monitoring Officer</b>
<b>Business Unit:</b>	ASISA ESD Fund
<b>Reporting Line:</b>	Post Investment Management Associate (Direct) Fund Manager (Indirect)
<b>Collaborations:</b>	<ul style="list-style-type: none"> <li>- ASISA Fund Investment Team</li> <li>- ASISA Fund Post-Investment Support Team</li> <li>- External stakeholders</li> <li>- Management of SMEs invested into by the ASISA Fund</li> </ul>
<b>Role Summary:</b>	<p>Responsible for ensuring that the ASISA ESD Fund adheres to good governance with respect to administration, compliance and reporting. Work with the investment team to understand the implications of funding agreements and ensure that the relevant requirements are adhered to by the team as well as the Fund's investees.</p> <p>Play an integral role in formalizing the Fund's compliance, reporting, monitoring and evaluation processes and executing on these.</p> <p>As context, the ASISA ED Fund is a &gt;R200mn fund, is 3 years old and provides funding to SMEs.</p> <p>The Fund has recently developed a governance and compliance framework as well as a portfolio reporting and monitoring toolkit and is looking for someone to run with the execution of these tools, amongst other related responsibilities.</p> <p>This will include conducting an initial review of the status of investee compliance and reporting, consolidation into said tools and ongoing routine updating of these tools as well as seeking ways to constantly improve them.</p> <p>The role requires exceptional attention to detail, being highly organized, able to manage many things at once, being process-driven and thinking independently/intuitively. Must be able to engage with diverse stakeholders, including investment and post-investment team and entrepreneurs.</p>
<b>Core Activities:</b>	<p><b>Financial Administration:</b></p> <ul style="list-style-type: none"> <li>- Capture investee management accounts into the Fund format monthly</li> <li>- Take ownership of investee loan management processes, including             <ul style="list-style-type: none"> <li>o Investee draw-downs;</li> <li>o Invoicing of investees and processing investee statements;</li> <li>o Recording collection of payments; and</li> <li>o Reconciliation of loan accounts into Fund loan schedules.</li> </ul> </li> </ul>

	<p><b>Legal &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>- Assist with the deal close-out process to ensure compliance</li> <li>- Build &amp; maintain an investee undertakings register, monitoring compliance risk</li> <li>- Maintain and keep up-to-date the Fund's governance &amp; compliance tool</li> <li>- Conduct BEE checks/ credit checks/ tax clearance reviews and other to ensure compliance of investees</li> </ul> <p><b>Monitoring &amp; Evaluation</b></p> <ul style="list-style-type: none"> <li>- Ensuring the data is accurately prepared and timeously ready for monthly, quarterly &amp; annual review of SMEs; portfolio performance reviews and Board and Investment Committee portfolio reporting</li> <li>- Performance management of SMEs against legal agreements</li> </ul>
<p><b>Competencies and Skills:</b></p>	<ul style="list-style-type: none"> <li>- Strong attention to detail</li> <li>- Comfortable with routine: consistency in work and able to work with minimum supervision</li> <li>- Ability to communicate with knowledge and understanding. Able to effectively follow up on wayward stakeholders.</li> <li>- Ability to question and continuously look for ways to improve processes and systems. Ability to think independently and intuitively.</li> <li>- Structured and ordered working style: ability to perform duties independently and ensure process is followed persistently with accuracy</li> <li>- Strong computer skills, in particular Excel skills</li> <li>- Highly organised and able to manage complexity</li> </ul>
<p><b>Experience Sought:</b></p>	<ul style="list-style-type: none"> <li>- Willing to consider those with limited experience but strong aptitude</li> <li>- Experience we would consider appropriate would include: <ul style="list-style-type: none"> <li>o Junior administration within a fund environment</li> <li>o Legal clerical work</li> <li>o Administration in corporate context</li> </ul> </li> </ul>
<p><b>Qualifications Required</b></p>	<ul style="list-style-type: none"> <li>- Business administration qualification (with a practical focus)</li> <li>- Legal clerical qualifications</li> <li>- Financial administration qualification</li> </ul>