

Job Description:

The Senior Manager Investments will be responsible for overall management of investment portfolio, (pre and post investment advisory and mentorship) of Accelerate Prosperity Pakistan.

Accelerate Prosperity is designed to leverage the creative power and commercial instincts of private sector (including AKFED) to address the needs and challenges of budding entrepreneurs, startups and existing MSMEs. It is a part of new global initiative of the AKDN in Central and South Asia, which follows guidance from the Aga Khan Foundation (AKF) Board to develop more formal structures to catalyze enterprises within AKDN's main area development programs, where economic opportunities remain insufficient. Through patient capital and tailored business advisory to startups and businesses, AP complements broader employment-related programs of AKF and draws significantly on technical expertise from the Aga Khan Fund for Economic Development's (AKFED) Industrial Promotion Services (IPS), and coordinates efforts with the AKDN's financial institutions, the University of Central Asia and many other national partners.

Job Responsibilities

Training and Advisory

Incubation: Conduct training and advisory for business modelling, information memorandum (IM) development, and financial modelling (FM), for all incubation programs offered by AP

Overall Milestone: Training and Advisory of new ideas and early stage businesses conducted

- **Sub-Milestones:**

- Involved in headhunting of businesses for each cohort
- Involved in quality assurance of cohort selected
- Constant support of investment team/analysts in preparing and reviewing investment documents/assignments throughout the incubation program for each cycle.

Acceleration for SGBs: Conduct training and advisory for SGBs (existing businesses) on business modelling, information memorandum (IM) development, and financial modelling (FM).

Overall Milestone: Training and Advisory of SGBs conducted.

- **Sub-Milestones:**

- Selection (Application Assessment, Calls & Interviews) of a pipeline of SGBs (all with revenues) completed.
- Advisory, subject matter expertise and business mentorship extended to cohort businesses.
- IMs and FMs of cohort businesses developed in 2020.

Due Diligence and Investments

Due Diligence: Conduct necessary due diligence, financial modeling, risk analysis and development of information memorandum in the structuring of investments, guarantees, grants and/ or TA, or other forms of assistance to be extended by Accelerate Prosperity and/or pool of its investors

Overall Milestone: Due diligence of businesses conducted (2/3 with revenues and 1/3 without revenues) in 2023 and presenting business cases to the AP Committee.

- **Sub-Milestones:**

- DD visits of businesses conducted
- DD reports of cohort businesses along with complete backup documents developed
- Final IM and FM of cohort businesses based on DD findings developed
- Briefings of cohort Businesses on DD reports, and revised IM and FM conducted
- Presentation to the APC for the businesses (with complete set of investment documents including IM, FM and DD) and getting investment cases approved by the APC

Investment Deployment

Legal Vetting: Liaise with internal/ external legal counsel and ratify all investment proposals for all regulatory and compliance concerns.

Milestone: Complete legal vetting of all investment proposals for all regulatory and compliance requirements.

Approvals: Assist CIO and *CM Accelerate Prosperity* in getting internal approvals for investment proposals from AP Investment Committee and Executive Committee where required.

Expected Milestone: Successfully secure approvals from AP Investment Advisory Committee (IAC).

Documentation: With the support of internal/ external legal counsel, ensure for all deals that appropriate legal documentation is successfully concluded in line with approvals and that financial close (i.e., first disbursement) is achieved in a timely fashion.

Expected Milestone: Transactions made as per regulatory requirements.

Post Investment Monitoring & Repayment

Monitoring: Undertake the monitoring of investees, ensuring compliance with financing agreement, required institutional and regulatory guidelines, implementation of mutually agreed steps in DD report, policies and procedures of Accelerate Prosperity as well as agreed covenants and reporting requirements up to financing effectiveness.

Milestones:

Regular monitoring of investments/ investees and effective/ approved utilization of investments ensured.

Businesses/ investees make significant progress in achieving their prescribed milestones in the term sheets.

Training and Mentorship: Extend post investment training and advisory to the investees as per the recommendations made in the DD reports.

Milestone: TA and mentorship (post investment) delivered to businesses as per the term sheets and due diligence reports.

Repayments & Exits: Ensure timely repayments/ recoveries by portfolio businesses and exits.

Milestone: PAR5, 15 and 30 is less than 15%.

Knowledge Products: Develop knowledge products for internal and external stakeholders on AP's training and advisory services, investment approach, criteria, stories etc., in liaison with Marketing and Communication Manager

Milestone: Knowledge products on all abovementioned components developed.

Donor Coordination & Reporting: Assist project management staff in donor coordination and reporting.

Any other task(s) given by the CIO.

Educational Requirements

MS Finance, MBA Finance, ICMA, M. Com, ACCA, CFA level 2 Candidate (will be preferred) or an equivalent recognized professional qualification.

Experience

(Required) Minimum 7-9 years of relevant hands-on experience in developing business plans/Information memorandum, Financial models and risk assessment of financing cases.

(Required) Experience in conducting external and internal audits.

(Required) Strong knowledge and command of the IFRS, IAS and internal control systems.

(Preferable) Experience of working in Central and South Asia

(Preferable) Experience in projects related to entrepreneurship, business development, SMEs etc.

Excellent writing and reporting skills.

Computer literate (Word, Excel, PowerPoint etc.).

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