

Capital Markets Associate, VisionFund

Location: [Asia & Pacific] [Singapore]

Town/City: Singapore

Category: Finance

Job Type: Fixed term, Full-time

***Position to be located in Singapore or Manilla, Philippines.**

PURPOSE OF POSITION:

This role will work in conjunction with the Capital Markets and Treasury teams within VisionFund's Global Finance department, under general supervision from the Director of Capital Markets. The candidate will be responsible for delivering key finance initiatives mainly related to lender engagement, such as loan contract reviews, covenant compliance, preparation of reports and presentations, coordination of lender due diligence, and reviewing and executing potential funding sources and product structures.

KEY RESPONSIBILITIES:

Manage External Lenders at the MFI Level and Global Centre (GC):

- Will have direct contact with lenders and will coordinate bespoke lender requests, due diligence, loan execution, etc.
- Review loan contracts for GC and MFIs.
- Organize lender activities (due diligence visits, investor days, road shows, meetings/calls with lenders).
- Work closely with the regional finance team and the CFO/treasury at the MFIs to support MFIs on lender engagements including the reviewing of loan contracts.
- Anticipate lender activity and requests and respond accordingly.
- Responsible for performing KYC (know your customer) on lenders at the GC level. This includes performing background checks on the lender organization etc.
- Coordinate lender engagement meetings/calls with lenders and gather the information needed for these meetings/calls.

- Implement VFI's funding strategy by reviewing and executing potential funding sources and product structures.
- Identify lenders who are both financial and impact focused.

Create Presentations and Materials such as:

- Documentation required by outside lenders including offering prospectuses/circular, presentations, business plans and MFI profiles.
- Reports on global VFI/MFI financing activities including the ALCO pack.
- Information on new lender relationships.
- Coordinate and support the preparation of financial statements in anticipation / response of lender requests.

Global Financing Management:

- In charge of tracking financial covenants at the GC level as per lender agreements and reviewing financial covenants at an MFI level and support MFIs in complying with lender agreements.
- Guide and advise staff who handle reporting requirements on lender agreements at the GC level.

KNOWLEDGE, SKILLS & ABILITIES:

Required:

- At least an undergraduate degree in business, finance or accounting.
- Strong understanding of lender requirements and the preparation of financial statements.
- Ability to conduct know your customer due diligence on potential lenders.
- Strong communication and presentation skills.
- Relationship management skills.
- Analytical abilities and high level of numeracy.
- Competent in Word, Excel and PowerPoint.

- Attention to detail and high level of organizing skills.
- Self-motivated and able to work in a remote and multi-cultural team.
- 5+ years of work experience in the finance or microfinance sector (with banking, capital markets and lender experience preferable).
- Experience in reviewing legal documentation (ideally loan contracts).
- Experience of managing key external relationships (e.g. lenders or major donors).
- Ability to manage several projects simultaneously.
- Effective in written and verbal English communication (in addition, French and/or Spanish language capacity would be a distinct advantage).

Preferred:

- CPA or similar preferred.
- In-depth knowledge of KPIs and lender requirements specific to Microfinance would be preferred.
- Loan contract negotiation experience would be preferred.
- Experience managing multiple internal stakeholders would be preferred.

Work Environment:

- Willingness to travel up to 15% of the year.