

# Capital Markets Manager, VisionFund

Location: [Asia & Pacific] [Singapore]

Town/City: Singapore

Category: Project Management

Job Type: Fixed term, Full-time

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

**\*Please submit your CV in English.**

## 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 Global Director of Capital Markets. The candidate will be responsible for managing and delivering key finance initiatives mainly related to lender engagement, such as loan contract reviews, executing/closing loan contracts, covenant compliance, preparation of reports and presentations, coordination of lender due diligence, and reviewing and executing potential funding sources and product structures. This role will entail project management responsibilities, mitigating lender risk and managing both internal stakeholders, colleagues and

external lenders simultaneously.

## MAJOR RESPONSIBILITIES:

### ***Manage External Lenders at the MicroFinance Institution (MFI) level and Global Centre (GC):***

- Develops and maintains relationships with external lenders, colleagues and stakeholders.
- Direct contact with GC lenders and will manage and coordinate bespoke lender requests, due diligence, etc. - this will entail developing a plan to respond to lender requests and update that plan when required.
- Identifies the dependencies of executing/closing loan transactions with GC lenders by coordinating within different areas of VisionFund International (VFI) and facilitating the gathering of information required.

- Responsible for the management of executing loan contracts.
- Coordinates across different areas within VFI and GC lenders to close the loan within a specific deadline.
- Determines internal staffing requirements/involvement to coordinate the appropriate information in response to ad hoc requests by lenders.
- Assist on developing a communicating plan to lenders on providing appropriate updates, goals, milestones, and critical issues.
- Review and negotiate loan contracts for GC and MFIs and provide recommendations to direct report.
- Coordinate loan documentation comments from different areas such as CFO/treasury at the MFI, regional finance team, internal counsel external counsel.
- Organize lender activities (due diligence visits, investor days, road shows, meetings/calls with lenders).
- 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 from different areas within VFI and external sources for these meetings/calls.
- Ensure that the project outcome reflects the goal of both internal stakeholders/colleagues and external clients/lenders.
- Negotiates conflicts and resolves issues that arise with lenders.

Implement VFI's funding strategy by reviewing and executing potential funding sources and product structures.

Identify lenders who are both financial and impact focused.

Manage different teams and contribute to the overall strategy of VFI's funding strategy.

Assist on developing funding pipeline.

***Responsible for Lender Presentations and Materials:***

- Documentation required by outside lenders including offering prospectuses/circular, presentations, business plans and

MFI profiles which entail working with different teams within VFI within specific deadlines.

- Provides and coordinates reports from different areas on global VFI/MFI financing activities including the ALCO pack.
- Conduct research and provide information on new lender relationships.
- Coordinate and support the preparation of financial statements in anticipation / response of lender requests.

***Global Financing Management:***

- Develops and maintains a plan and process in order to mitigate lender risk with financial covenants.
- Tracking financial covenants at the GC level as per lender agreements.
- Analyzes financial covenants at an MFI level.
- Creates an action plan for financial covenants that were breached to minimize risk with lenders.
- Recommends actions that should take place to address financial covenant breaches.
- Prioritizes the support provided to MFIs in complying with financial covenants and lender agreements.
- Ensuring MFIs provide this data on a timely and monthly basis by working with regional finance teams and the MFIs.
- Coaches and advise staff who handle reporting requirements on lender agreements at the GC level.
- Maintains a list of issues / breaches of financial covenants and proactively escalate issues to leadership to mitigate risk.

***Project and Resource Management:***

- Continually provide a proactive problem solving approach to issues and delays to ensure a timely implementation of the project and/or response to lenders.
- Communicate effectively with internal GC departments, regional teams and MFI management teams.
- Continually report on project progress internally.
- Coordinate all stakeholders and ensure each is doing what is required of them to complete projects / external requests.
- Resolves any issues and solves problem throughout the life of the project.

- Acts as a mediator between stakeholders and the Finance team.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- At least an undergraduate degree in business, finance or accounting.
- Strong understanding of lender requirements and the preparation of financial statements.
- Project management skills.
- 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.
- Self-motivated and able to work in a remote and multi-cultural team.
- Time management and organizational skills.
- Analytical and problem solving skills.
- Tracking and performance monitoring.
- 5+ years of work experience in the finance or microfinance sector (with banking, capital markets and lender experience preferable).
- Ability to manage several projects simultaneously within specific deadlines.
- Experience with leading, managing and working with different areas to complete a project/task.
- Experience in reviewing legal documentation (ideally loan contracts).
- Experience of managing key external relationships (e.g. lenders or major donors).

- Effective in written and verbal English communication (in addition, French and/or Spanish language capacity would be a distinct advantage).

***Preferred Skills, Knowledge and Experience:***

- 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/Travel:***

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