

26 November 2021

Job Description: Finance and Operations Associate (East Africa)

Background

Camco is a climate and impact fund manager, leading the clean energy transition in emerging markets. We work with people who see the value in pursuing a future powered by clean energy.

Having spent over thirty years in Africa's renewable energy sector, we provide project developers and investors with a unique combination of global access and local presence. We offer practical and valuable financing solutions, pairing the discipline of a development bank with the agility of a small private company.

Camco was formed in Nairobi in 1989 and currently manages REPP, a £148m facility funding distributed renewable energy, both on- and off-grid, in Sub Saharan Africa. REPP is fully funded by the UK Aid budget through the Department of Business, Energy and Industrial Strategy. We are also an Accredited Entity to the Green Climate Fund.

We plan to grow by launching new funds focused on the climate and development imperatives, yielding high-quality and substantial ESG outcomes along with strong commercial results.

Role

The Finance and Operations Associate will report to the Finance and Operations Director.

This role will:

- Manage the fund operations for REPP and any other platforms that Camco manages. This will include:
 - Monitoring cashflows and updating the loan management system
 - Building and updating interest calculation spreadsheets for fixed income instruments
 - Monitoring financial and reporting covenants and following up with the investment team
 - updating systems to reflect any changes to finance documents or other contracts which effect the portfolio
 - Reviewing draft legal agreements
 - Designing and documenting fund operations processes
 - Performing reconciliations between systems and producing periodic reports.
 - Reviewing existing processes and suggesting improvements

- Work alongside team to review, revise, streamline and manage all portfolio reporting across all Camco's activities, including but not restricted to:
 - Collection, storage and management of all portfolio reporting information;
 - Streamlining and improvement of data management and portfolio reporting processes/tools, including contribution to the finalisation and implementation of a data management system;
 - Improvement and completion of portfolio and risk reporting to a high quality and on time.
- Help to manage the finances of REPP in accordance with Camco's management mandate and REPP policies and procedures. This will include:
 - Assist with maintaining REPP's accounts
 - Assist with managing REPP's cashflow and bank transactions
 - Keep REPP forecasts up to date
 - Assist with regular reporting in accordance with REPP requirements
 - Assist with preparation and management of the audit of annual financial statements
 - Contribute to, implement, and continue to improve REPP's accounting and asset/liability management policies
- Help to manage all financial and accounting requirements for the Camco Group
- Support all aspects of investment portfolio monitoring, operations and management;
- Assist with Camco's broader business development
- Perform any other duties as may be required.

Requirements

We're after someone who has good experience and wants to take their next career step to help to develop a leading climate and impact funds manager.

Candidates should:

- Have at least an undergraduate degree in business, economics, finance, accounting, engineering or a similar relevant field and hold an accountancy or other professional financial qualification;
- Have 3+ years applied experience in a similar role;
- Have excellent written and oral communication skills;
- Have advanced Excel skills and have excellent attention to detail;
- Have the presentation skills and gravitas to inspire confidence in the team and Camco's fund management bodies
- Be a strong team player and have a passion for climate and impact investing in developing markets;
- Be a self-starter and independent worker with good business acumen.

Perfect English is necessary.

Location

Nairobi. Some short term travel may be required.



Employment conditions

Camco is an equal opportunity employer and has comprehensive gender and diversity equity policies and action plans. We encourage flexible working and have a comprehensive parental leave policy.

How to apply

Please email your CV and cover letter in one single file to careers@camco.energy on or before 12 December 2021. The application process will remain open until a suitable candidate is appointed.

