

July 2024

Job description: Finance and Operations Associate (1-year parental leave cover)

Background

Camco is a climate and impact fund manager, leading the transition to a prosperous net zero future in emerging markets. 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 currently manages the Renewable Energy Performance Platform (REPP), a USD 120m facility funding on and off-grid renewable energy projects (independent power producers, mini-grids and solar home systems) and Spark Energy Services, a USD 50m facility funding renewable energy and energy efficiency projects for commercial and industrial (C&I) clients, with both platforms focused on investments in Sub Saharan Africa.

Camco has a team of 25 professionals spread between Nairobi, Accra, Johannesburg, London, Helsinki, Toronto, Sydney and Auckland. We have an informal and collegial working culture focused on results.

Having built REPP into a strong success story, Camco is now entering a new and exciting phase as we scale to become one of the leading climate and impact investor in key emerging markets. We are growing by launching new platforms focused on the climate and development imperatives, yielding high-quality and substantial impact outcomes along with strong commercial results.

Role

Reporting directly to the Investment Director (East Africa), the Finance and Operations Associate role will involve:

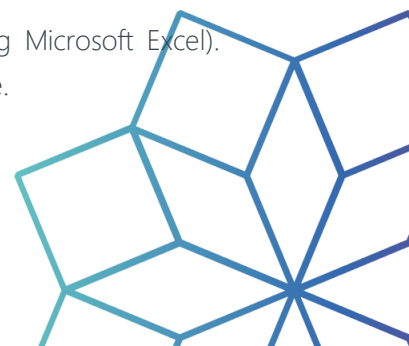
- Managing the fund operations for REPP, Spark, REPP 2 and any other platforms that Camco manages. This will include:
 - Booking and maintaining all transactions, including by extracting key data from investment documentation
 - Monitoring cashflows and updating the loan management system
 - Building 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, and
- Reviewing existing processes and suggesting improvements.
- Working alongside the team to review, revise, streamline and manage all portfolio reporting across all Camco’s activities, including but not restricted to:
 - Collecting, storing and managing all portfolio reporting information
 - Streamlining and improving data management and portfolio reporting processes/tools, including contributing to the finalisation and implementation of a data management system, and
 - Improving and completing portfolio and risk reporting to a high quality and on time.
- Helping to manage the finances of all platforms that Camco manages in accordance with Camco’s management mandate and each platform’s policies and procedures. For each platform, this will include:
 - Maintaining the books of accounts
 - Managing cashflow and bank transactions
 - Keeping cash and portfolio forecasts up to date
 - Regular reporting in accordance with platform and investor requirements
 - Preparing and managing the audit of annual financial statements, and
 - Contributing to, implementing and continuing to improve the accounting and asset/liability management policies.
- Helping to manage all financial and accounting requirements for the Camco Group
- Supporting all aspects of investment portfolio monitoring, operations and management, and
- Performing any other duties as may be required.

Requirements

Candidates should:

- Have at least an undergraduate degree in business, economics, finance, accounting, engineering or a similar relevant field and hold an accountancy qualification
- Have 4+ years of applied experience in a similar role. Experience in basic fund accounting required. Experience in use of Xero as an accounting software is an added advantage.
- Have excellent written and oral communication skills.
- Have advanced numeracy, IT literacy skills and ability in Office 365 (including Microsoft Excel). Knowledge of Microsoft Power BI and Power Automate considered an advantage.
- Have high quality work delivery with key attention to detail.



- Have the presentation skills and gravitas to inspire confidence in the team and Camco's fund management bodies
- Thrive in a fast-moving environment and be able to complete multiple workstreams at pace
- 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. Knowledge of French is considered an advantage.

Location

Nairobi or London. Some short-term travel may be required.

Employment conditions

This is a full-time, 1-year fixed term contract for a parental leave cover role with the possibility for extension based on business needs. Camco is an equal opportunity employer and has comprehensive gender and diversity equity policies and action plans. We encourage flexible working and offer competitive remuneration.

How to apply

Please complete the application form at this [link](#) by **2 August 2024**. You will be asked to upload your 1-2 page CV in pdf format. The application process will remain open until a suitable candidate is appointed.

