

ASSET MANAGER

Location: Kenya

Role Purpose

The Asset Manager will be responsible for the analytical and strategic financial management of the Group portfolio, providing support to the Asset Management division. This includes co-ordination of financial recording, reporting and analysis of pipeline deals, assisting budget preparation, asset, and cash flow management of properties.

Role Requirements & Activities

Analytical and Strategic review

- Highlight risks on properties which impact NAV and WALE and establish options to address such risks.
- Review data as provided by Management companies to ensure compliance with local revenue authorities

Valuations

- Responsible for procuring valuations of property portfolio as directed by company or as required by IFRS and or relevant Stock Exchanges

Reporting

- Oversee consolidation recording and reporting functions in for properties net operating income.
- Submit monthly reports to Group head office.
- Provide policy direction and assistance, as required on financial procedures, forex treatments to financial managers in country.
- Carry out analytical checks on financial report data highlighting key trends, variances from budget and k.p.i.'s etc. as provided by management companies finance departments ensuring compliance with Grit policies.

Budgets/Forecast

- Prepare and manage Budget timetable and key guidelines to Asset Management and Property Management companies
- Review forecasts in line with budgets on an ongoing basis.

Insurance

- Manage Portfolio insurance ensuring ensured value adequate and
- Ensure Insurance maintained and in keeping with group requirements
- Manage any insurance claims

Investments

- Assist with Due Diligences for investment department for pipeline deals
- Review trends as highlighted by investment division and assess impact of such risks on portfolio
- Provide policy direction and assistance, as required on financial procedures, forex treatments to financial managers in country.

Leasing

- WALE – Review WALE and report on same – assist with preparation of Lease Expiry reports and follow up of proposals for renewals
- Assess rental structures and assess possible options for rental reviews and establish impact of deals on Fund.
- Calculate possible discounts and impact for rental prepayments

Administration

- Follow up on Mandatory payments with both authorities and finance – (rates / land rentals / licences) and reporting on same.
- Ensure accurate and comprehensive records are maintained in keeping with statutory requirements for financial aspects of PM and AM business both locally and at regional offices.
- Ensure compliance in billing with local authority legislative requirements
- Provide policy direction and assistance, as required on financial procedures, forex treatments to financial managers in country

Cashflow Management

- Assess debtor's management for all countries and assist where applicable and address with relevant Asset Manager where follow up/Action required.
- Ensure income management to meet debt service for property companies
- Evaluate property needs for Operational and Capex expenditure and ensure fund availability to meet operational and capital expense requirements.

Competencies and Technical Expertise

Competency / Performance

- Working with People
- Presenting & Communicating Information
- Writing and Reporting
- Analysing
- Delivering Results & Meeting Customer Expectations
- Entrepreneurial & Commercial Thinking

Technical / Professional Expertise

- Good knowledge of the Commercial Property Industry and an understanding of technical terms in property
- Experience in valuations
- Experience in Computer programs inclusive of Power point, Excel and Word to enable preparation of presentations and reports
- Understanding of Property Management
- Good understanding of basic accounting principles and ability to read and understand an income statements.

Required experience, Qualification & Skills

- Required experience, Qualification & Skills
- Minimum of 5 years' experience in Finance and Property and/or Asset Management
- Minimum of a relevant undergraduate Degree
- Excellent knowledge of Excel and able to work on financial packages
- Excellent interpersonal skills and ability to communicate with stakeholders at all levels