

## Announcement of Finance & Investments Manager Job Vacancy at FATE Foundation



FATE Foundation is Nigeria's foremost enterprise support organisation founded in 2000 by Mr. Fola Adeola (Founder & Pioneer MD/CEO, Guaranty Trust Bank). FATE Foundation's mission is to empower aspiring and emerging Nigerian entrepreneurs with the skills they need to start, grow and scale their businesses. The organization has reached over 180,000 entrepreneurs across 24 states since inception through her various workshops and flagship programs. Visit [www.fatefoundation.org](http://www.fatefoundation.org) to learn more about our work.

We are currently recruiting for the role of **Finance & Investments Manager**. Please see below for more or visit [www.fatefoundation.org/jobs](http://www.fatefoundation.org/jobs) for more details.

### **Job Title: Finance & Investments Manager**

**Job Summary:** We seek a passionate, skilled and experienced Finance and Investment Manager to join our team and play a vital role in ensuring our organisation's financial health and sustainability and our work aligns with our mid to long-term strategy.

The ideal candidate will oversee all aspects of the end-to-end financial operations, including accounting, budgeting, forecasting, tax management, risk management and investment management, as well as serve as a member of the FATE management team and a key collaborator, providing financial expertise and guidance to the finance and fundraising committee, management team and program staff across FATE Foundation key divisions.

### **Key responsibilities will include:**

- Deploy advanced financial analyses and financial modelling to simulate economic scenarios and determine the present and future financial condition of the Foundation.
- Ensure compliance with federal, state, and local tax agencies and other key regulatory bodies including necessary reporting, filing and compliance standards.
- Develop and manage monthly and annual budgets and forecasts, monitoring expenditures and ensuring compliance with budget guidelines.
- Manage all financial operations, including accounts payable and receivable, payroll, and general ledger entries.
- Stay abreast of changes in financial regulations and accounting standards, adapting procedures accordingly within the not-for-profit sector in line with global leading standards.
- Manage and oversee the preparation of monthly bank reconciliation statements and ensure the resolution of issues that may arise.
- Manage and oversee the Foundation's investment initiative, while ensuring optimal returns and upholding the organization's ethical investment policies.
- Cultivate relationships with key team members to ensure appropriate budgeting and reporting for FATE grant funded programs.
- Manage the integrity of data, risk reporting, portfolio metrics, risk framework ratios, and risk-return measurement, focusing on derivatives and security financing.

- Collaborate with key stakeholders to develop business cases demonstrating a clear return on investment for FATE Foundation.
- Ensure that expenditures/transactions are authorized in line with the Foundation's approved financial authority limits.

### Qualifications & Requirements

- A minimum of 5 years of financial management experience with at least 2-3 years' managerial experience.
- Experience with investment management and a strong understanding of investments principles.
- A good knowledge of statutory, legal, and regulatory frameworks and corporate governance.
- Proficient in financial modelling and analysis software, particularly QuickBooks.
- Strong analytical and problem-solving skills.
- Proficiency in the use of technology and Microsoft Office productivity tools.
- Ability to maintain a high-level of integrity and confidentiality.
- Ability to effectively handle multiple tasks/priorities simultaneously.
- Very good organization and time management and negotiation skills.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Commitment to the mission and values of our non-profit organization and a very good business acumen, maturity & tact.
- Ability to stick to time constraint and a keen eye for detail.
- A bachelor's degree in Accounting, Economics, Statistics, or any relevant finance-related discipline from an accredited university.
- A professional certification (ACA, CFA, ACCA) is compulsory.
- A non-profit or development sector background is an advantage.

### Benefits

- Exciting, inspiring, and growth-focused work environment.
- Opportunity to meet with innovative entrepreneurs and impact Nigeria's entrepreneurial ecosystem.
- Opportunity to build your digital and financial literacy skills.
- Intentional learning & development opportunities.
- Opportunity to develop and sharpen your personal leadership and communication skills.
- Hands-on learning experience, strong job ownership, career and professional growth opportunities.

**To Apply:** Interested applicants should send their CV and cover letter to [talent@fatefoundation.org](mailto:talent@fatefoundation.org) by Friday, April 5, 2024, using the job title "Finance & Investments Manager" as the subject of your email.