

Job Title:	Investment Manager	Management Level:	Middle Management
Reports to:	Chief Finance Officer	Division/ Department:	Finance
Supervises:	None	Location	Lagos
Job Purpose	The Investment Manager will be responsible for assessing, monitoring, planning and reporting day to day Heirs General Insurance investment portfolio and other related activities in a manner consistent with the objectives of the Company and in compliance with the provisions of the NAICOM prudential guidelines on insurance funds as well as other statutory provisions.		
Key Roles & Responsibilities:	• Manage all aspects of In-house investment portfolios such as Short-term placements, FG Bonds, Euro Bonds, Quoted and Unquoted equities. • Daily monitoring of trade investment portfolios in terms of money market rates, Capital Market equity prices, Bond yield and foreign currency exchange rates especially the USD • Manage and implement long-term and short-term investment strategies of the company with reference to set goals and risk tolerance. • Determine the Company's tax position with respect to investment assets and the applicability of taxable/non-taxable instruments. • Assess risk/return trade-offs in NAICOM prudential guidelines in relation to the company's investment policies. • Assess performance of the company's investment portfolios in terms of return on investment (ROIs), benchmarking it against current market conditions and recommend possible diversification and changes when or where warranted. • Review and recommend changes to the company's investment policies based on the market conditions. • Prepare monthly and weekly reports of the company's investment portfolio, prepare cash flow forecasts and financial modelling. • Keep up to date records of the company's investment assets and income • Understand and maintains appropriate accounting procedures and processes in relation to investment activities of the company in line with International Financial Reporting Standards (IFRS) and other relevant laws and statutory provisions.		

	• Manage relationships with investee companies and financial service providers such as banks and other institutions. Monitor bank service fees and address issues of quality services where or when required. • Additional duties as directed by supervisor.
Job-Specific Competencies	Functional: • Knowledge of investment portfolio, strategy, banking, and financial instruments. • General knowledge of IFRS and SEC reporting requirements for investments and other financial instruments. • Knowledge of NAICOM prudential guidelines in relations to investment of insurance funds. • Advanced reporting and analytical skills. Excel spreadsheet and financial modelling skills. • Excellent collaboration, verbal and written communication skills. Behavioural: • Excellent relationship management • Excellent decision-making skills • Excellent attention to detail • Excellent analytical skills • Excellent interpersonal skills • Excellent managerial skills
Organisational Competencies	• Execution Focused • Enterprising • Resilience • Innovation
Qualifications & Experience Required	<u>EDUCATION</u> – Minimum requirement: • A Bachelor's degree in Finance, Economics, Accounting, or related field. • A Master's degree (MBA) or a related discipline is highly desirable. • Minimum of 10 year's relevant investment experience, preferably within insurance or financial services. • Professional qualifications such as ICAN, CFA, or equivalent are an advantage. • Strong knowledge of the Nigerian financial markets

