



## **JOB ADVERT**

**DEPARTMENT :** Corporate Finance

**VACANCY :** Corporate Finance Analyst

**LOCATION :** Lusaka, HQ

## **JOB PURPOSE**

To provide corporate advisory services to clients which includes initiating and overseeing transactions with various tasks including preparing documents, reviewing and analyzing financial data, presenting findings, transaction execution, and actively undertaking business development.

Furthermore, the role involves undertaking the accounting administration of the business, including billing, filling, preparation of accounts and reports.

## **REPORTING TO THE GROUP CHIEF OPERATING OFFICER, THE MAIN DUTIES ARE:**

1. Creation And Maintenance of Client Relationships
  - Assessment of clients' needs and goals
  - Preparation of progress reports for clients
2. Transaction Origination
  - Sourcing prospective clients /transactions
  - Reading and undertaking Research on key sectors
  - Preparing mandate documents and ensuring their execution by clients
  - Advising clients on ALL regulatory requirements pertaining to transactions
  - Managing transaction checklists to ensure progress of transactions
3. Research and Analysis
  - Preparing or interpreting financial document summaries, investment performance reports and income projections for clients.
  - Perform financial forecasting, strategic reporting, and operational metrics tracking
  - Analyze financial data and create financial models for decision support
4. Business Development
  - Contributing to business development by arranging meetings with prospective clients
  - Obtaining new business from clients
5. Financial Reporting
  - Preparation of forecasts, budgets, data entry in ACCPAC, preparation of monthly management and performance reports (Partly with support from the Group company).
  - Preparation of year-end financial statements and attending to the audit process
6. Invoicing
  - Billing and following up on outstanding payments
7. Documentation
  - Filing and maintaining support documentation of all company transactions

## **Qualifications and Skills:**

The suitable candidate for the position will be required to possess the following minimum qualifications and skills:

1. Degree in Finance, Economics, Accounting Degree, Full CIMA, ACCA or ZICA
2. Minimum of at least 2 years in a similar role
3. Stockbrokers/financial advisors training



**Competencies required for the role:**

- Work with minimal supervision
- Ability to multitask
- Creative thinker
- Problem solver
- Strong analytical and numerical skills
- Ability to interpret data
- Client relations
- Research skills
- Honesty and Integrity

**CLOSING DATE**

Suitable candidates are required to send their application & Curriculum vitae to [jobs@aflife.co.zm](mailto:jobs@aflife.co.zm) . Closing date for applications is 6<sup>th</sup> September, 2024.

**Aflife is an Equal Opportunity Employer and is non-discriminatory on the basis of race, gender, sexual orientation, disability, nor ethnic grouping.**

**Please note that due to the high volume of applications received, only shortlisted candidates will be contacted.**