

The Credit and Equity team has a vacancy for a Deal Support Specialist

Preference will be given to suitably qualified previously disadvantaged candidates who add to the diversity of the company at all levels, and to permanent staff who apply for the position.

Purpose:

To assist and support deal analysts with the deal structuring process, negotiation, implementation, execution and monitoring of deals. To be responsible for the administration of a portfolio of deals to ensure that transactions are executed, managed and monitored appropriately.

Customers:

- Clients invested in funds
- Credit and Equity Team
- Specialist Administration Team
- Credit and Equity Investment Committees
- Counterparties and arrangers
- Borrowers/investee companies
- Trustees
- Attorneys

Key Objectives:

- Supporting the credit and equity analytical team members with the execution of new transactions, and assisting with ongoing monitoring and management of existing transactions.
- Assisting investment analysts with the execution of new transactions includes:
 - Administration of drawdown requests and ensuring that the analyst, portfolio managers and SIA are kept up to date with drawdown progress.
 - Administration of conditions precedent and liaising with the investment analyst to ensure pay-away only takes place once all CPs have been fulfilled (or waived, with analyst's agreement).
 - Collation of final legal documentation (including loan documents, security documents, CP documentation and AOD certificates), recording and storing of same in the appropriate folder/safe/custodian.
 - Interaction with trustees to send/receive appropriate documentation/information.
 - Execution of the fund allocation spreadsheet and ensuring the appropriate instruction/information is communicated between the analysts, portfolios managers and SIA
 - Preparation of payment profile spreadsheets
 - Liaising with the analyst and SIA to ensure the deal closure process is efficient, that all outstanding matters are resolved and that the asset is appropriately allocated and loaded.
 - Development and maintenance of deal closure and pay-away checklists and process documents.
 - Administration of deal raising fees charged to counterparties and the payment of fees charged by drafting attorneys and support services to a transaction
- Administration of existing transactions
 - Administration of drawdown requests, ensuring all CPs continue to be met and that the analyst, portfolio managers and SIA are kept up to date with drawdown progress.
 - Liaising with the investment analyst about the fulfilment of conditions precedent (or waived, with analyst's agreement)

- Collation of final legal documentation (including loan documents, security documents, CP documentation and AOD certificates) and storing of same in the appropriate folder/safe/custodian.
 - Interaction with trustees to send/receive appropriate documentation/information.
 - Execution of the allocation spreadsheet and ensuring the appropriate instruction/information is communicated between the analysts, portfolios managers and SIA.
 - Preparation of capital and interest repayment profile spreadsheets.
 - Liaising with the analyst and SIA to ensure the deal closure process is efficient, that all outstanding matters are resolved and that the asset is appropriately allocated and loaded.
 - Development and maintenance of deal closure and pay-away checklists and process documents.
 - Maintenance of transaction cash flow and payment profiles
 - Maintenance of a diary system to ensure counterparties fulfil their contractual information updates and supporting the investment analysts to record receipt of covenant and financial reports etc.)
 - Supporting the investment analyst with the management of lender decision requests across a portfolio of project finance and corporate transactions.
 - Supporting the investment analysts with the administration of proxy voting for listed credit and equity transactions
- **Additional:**
 - Assist with strategic projects and initiatives.
 - Assist the investment analysts (from the equity, unlisted credit and listed credit teams) to ensure deal execution, pay away and monitoring happens effectively, consistently, timeously and efficiently.
 - Enhance and implement deal execution and closure processes, checklists, procedures and best practices.
 - Maintain internal records of accounts, borrower and custodian details
 - Review current process and implement appropriate suggestions to improve processing efficiency.

Technical/professional knowledge and skills:

- B.Com qualification (preferably with Accounts II)
- Experience in administration of corporate/structured credit deals (preferably with prior experience in Renewable Energy transactions, deal implementation/closure)
- Knowledge of financial instruments and financial markets an advantage
- Computer literacy (MS Office, especially MS Excel)

Competencies:

- Integrity
- Analytical thinking
- Meticulous attention to detail
- Judgement
- Initiative
- Assertiveness
- Negotiation skills
- Excellent communication skills (verbal, written and presentation skills)
- Networking skills
- Excellent planning & organisational skills
- Ability to work under pressure and to tight deadlines
- Ability to work with multiple deadlines, deliverables and people
- Adaptable
- Curious

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