

JOB DESCRIPTION

Portfolio Valuation and Audit Officer

Bamboo Capital Partners is an impact investment firm making investments that matter. Experts in energy access, financial services and agribusinesses, Bamboo has offices in Luxembourg, Geneva, Bogota, Nairobi and Singapore. Since Bamboo launched in 2007 it has proved that private capital can be profitably deployed as a tool for effective change. To date Bamboo has raised close to US\$400 million from private and public investors and invested in a portfolio of companies in over 30 countries.

Bamboo is currently looking for a Portfolio Valuation and Audit Officer joining our small team of highly qualified and dedicated professionals as soon as possible. Based in Luxembourg, the Portfolio Valuation and Audit Officer reports to the Portfolio Valuation and Audit Manager and has the following responsibilities:

Financials for the funds:

- Review the quarterly NAV packs of the funds and financial reportings of the SPVs;
- Prepare the (statutory or consolidated) financial statements of the funds and the SPVs under Lux and local GAAP;
- Prepare the quarterly investor reports;
- Manage the annual audit of the funds and the SPVs (as required) with the support of the Portfolio Valuation and Audit Manager;

Cash management of the funds:

- Monitoring and control of bank accounts, check cash balances post capital calls, cash positions, centralize all invoices, monitoring of expenses;
- Review and initiate all payments ahead of submission to Fund Admin/Transfer Agent;
- Assist with the opening of bank accounts for new funds and/or SPVs as per the local requirements.

Portfolio management:

- Provide operational support to the Investment Team, the Fund Admin and AIFM (as required) during transactions (e.g. investment, distribution processes).
- Prepare the capital calls and distributions notices to investors in coordination with the Fund Admin.
- Update of the investment portfolio performance.

Tax and regulatory:

- Work with tax advisors to stay up-to-date on regulatory topics and ensure structuring complies with the Law;
- Coordinate with local tax advisors to ensure preparation of tax returns and review their work;
- Coordinate with Luxembourg fund administrators and local providers to ensure proper regulatory reporting;
- Prepare and coordinate with local providers to ensure proper preparation and filing of FATCA & CRS returns for the funds.

JOB DESCRIPTION

Portfolio Valuation and Audit Officer

Legal

- Corporate secretarial functions with the help of lawyers: board meetings approving disbursements, financial statements, distribution, capital call notices.

Miscellaneous

- Support the team in all operational activities and for implementation of new projects;
- Maintain the corporate archives of SPVs in good order (electronic & physical archive);

2020 Objectives:

- Participate in the creation of a Valuation Policy with related governance.
- Participate in the creation of an Audit Process Policy with related governance.
- Assist in creating the Operations and IT roadmap with the COO and Portfolio Valuation & Audit Manager as well as implemented decided actions with coordination of the process within Bamboo.
- Create a back-up system for all funds between the Portfolio Valuation and Audit Manager and Officer in order to cater to our funds needs at all times.
- Participate to Monthly Service Reviews with Fund Administrators with the COO and Portfolio Valuation & Audit Manager, document and follow up on all decided actions and coordinate internally with all Bamboo stakeholders.
- Participate to the definition and process to become a full fledge AIFM with the objective of getting the licence in 2021.

Candidates should have the following profile:

- Finance studies with at least 5 years of work experience
- Dynamic personality, self-starter, entrepreneurial, flexible, able to work with a high level of autonomy and in a challenging environment;
- Strong analytic skills, financial valuation and modelling, and structuring skills;
- Strong communication skills;
- Genuine interest in Impact Investments and motivated by Bamboo's vision;
- Experience in transactions involving private equity;
- Fluent in both English and French (written and spoken).

We offer an attractive compensation package as well as a dynamic working environment in a high-caliber team of motivated professionals.

Only candidates whose resume matches the above profile will be contacted. Please address your CV and cover letter to hr@bamboocp.com.