

General Manager

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Company: Recruitment Matters

Location: Lusaka

Category: other-general

Overview

Our client in the Financial Services Industry is looking for a well-experienced and talented General Manger to join their team;

Duties and responsibilities include but are not subject to;

1. Business Development

On board new clients, institutional and high-income individuals

Manage client relationships

2. Direct Client Investment Activities

Directing client investment activities within particular funds.

Conducting analysis to determine which securities provide the good return on investment and mitigate client risk.

Taking an active role in managing fund activities, deciding which securities to incorporate into the fund's products.

3. Provide Investment Advice

Providing investment and financial management advice to clients and to other financial professionals.

Recommending rebalancing a fund, for example, based on investment objectives and performance.

Additionally, advising clients on long-term strategies for financial management and explaining how particular funds fits into their overall goals.

4. Monitor Fund Performance

Monitoring the performance of the fund

Conduct meetings to assess fund performance and identifying shortcomings, developing strategies to drive profitability.

Taking corrective actions to improve fund performance.

5. Complete Financial Transactions

Completing financial transactions on behalf of clients and the funds managed to drive profitability or reduce risk.

Weighing the risks and benefits of each transaction, determining whether they fit into the fund's strategies and delivering value to clients.

6. Maintain Portfolio Records

Conducting investment and oversight activities, maintaining records and documentation related to investments and transactions.

Developing weekly, quarterly, or annual reports on fund performance, along with reports of activities related to managing the fund.

Additionally, developing documents relating to the management of funds to distribute to clients.

7. Ensure Adherence to Financial Regulations

Ensuring that investment activities adhere to financial industry regulations,

Conducting audits to prevent fraud and ensuring that client investments are not at risk.

Submitting reports to regulators.

Key skills;

Investment expertise – a high level of knowledge about different securities and financial products and how they support investor goals

Client Service and Relationship Management – strong client service skills, working

closely with clients to understand their goals;

Familiarity with financial regulations – a thorough understanding of financial laws and procedures as well as keen interest in understanding financial markets

Networking skills – ability to build professional networks and client base, have excellent relationships and stay informed about industry trends; relationship management with all stakeholders

Documentation skills – Ability to accurately prepare and edit financial documents; and have impeccable attention to detail

Communication skills – Excellent written and verbal communication; as well as negotiation and presentation skills

Leadership Skills – Strong leadership and ability to drive team performance

Sales and Marketing – Demonstrated strong sales and marketing skills

Key Qualifications;

Minimum Bachelor's degree in Business Administration, Finance, Accounting, Commerce or Economics.

A post graduate qualification would be an added advantage.

At least 8-10 years of experience in a similar

Ability to utilize financial industry expertise and market knowledge

Certification to a relevant professional body

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