



EMPLOYMENT OPPORTUNITY

POSITION: INVESTMENT ANALYST

The Zambia Institute of Chartered Accountants (ZICA) is a self-regulated membership body, established under the Accountants Act of 1982 and as amended in the Accountants Act of 2008 has the primary mandate of regulating and promoting the accountancy profession in Zambia.

The Vision of the ZICA is *“A reputable leader in developing finance and business professionals”*

Its Mission is *“ZICA will protect public interest through the regulation of the accountancy profession to the satisfaction of stakeholders”*

The Core Values of the Institute are:

“Integrity, Professionalism, Customer Centric, Accountability, Excellence, Innovation”

The Institute would like to recruit an outstanding, results oriented and self-motivated; versatile and a professional individual of high personal integrity with appropriate academic and professional qualifications and experience.

KEY ROLES AND RESPONSIBILITIES

The incumbent shall report to the Director Finance, Investment and Administration. The Investment Analyst shall be expected to be part of the entire acquisition and development process for the investment property portfolio, support the real estate development team at concept, development and post development stages of various projects, with specific emphasis on the preparation, maintenance and organization of project documents, budgets, financial models, schedules and reports. Support the development team during the investment process to include financial modelling, market analysis, cash flow analysis review, and due diligence activities for new acquisitions, among others.

Specifically, the Investment Analyst shall be accountable to the Director Finance, Investment and Administration for the following:-

KEY RESPONSIBILITIES (BUT NOT LIMITED TO):

- Building, maintaining and monitoring financial models in Excel utilizing property financial statements, budgets, leases, and expense information and marketing assumptions;
- Supporting the underwriting, analysing and executing of real estate investments;
- Preparing and compiling due diligence materials, budgets, financial models and schedules;
- Identifying strengths and weaknesses of proposed transactions;
- Producing project proposals and materials necessary for presentations related thereto;
- Helping coordinating the closing of transactions;
- Maintaining and updating due diligence checklists for transactions;
- Preparing budgets, financial models, market reports necessary for debt/equity proposals and investor reporting (and then produce such proposals and reports);
- Carrying out market research;

- Generally staying informed of current industry and market trends including attending industry conferences;
- Facilitating project inspections and tours;
- Creating, monitoring, tracking and interpreting project data including contracts, schedules, budgets and cash flows on an on-going basis;
- Being involved with the procurement proposal for investment properties; and
- Assisting in other special projects and assignments as may arise from time-to-time.

JOB QUALIFICATIONS

- ZICA Professional, CA Zambia, any recognised Chartered accountancy qualification or Degree in any of the following fields- accountancy, finance, economics or procurement.
- Excellent computer skills. Specifically, Microsoft Office programs
- MBA added advantage
- Full Grade Twelve Certificate
- Valid Driver's Licence

DESIRED SKILL EXPERIENCE

- Minimum Two to Three years' experience;
- Ability to assess and value real estate investments;
- Advanced excel experience, strong analytical and financial modelling skills;
- Basic understanding of the various property tax management strategies;
- Detail-oriented with a commitment of a high-quality work product;
- Ability to think independently and present viewpoints in a thoughtful and professional manner;
- Strong organizational skills – ability to perform tasks and achieve results independently and as part of a team, consistently meet deadlines and prioritize multiple assignments effectively in a dynamic work environment;

DESIRABLE ATTRIBUTES

- a. Ability to present information in both oral and written form in a clear and concise manner;
- b. Well-developed interpersonal and communication skills;
- c. Passion for the fields of real estate development and property investment – must like a fast paced, multi-tasking environment.

NOTE:

- **Please do not attach certificates at this stage;**

If you are interested and meet the stated requirements, you may send a motivation letter accompanied by a detailed Curriculum Vitae (CV), three traceable professional/work related referees with working contact numbers addressed to: -

Chief Executive Officer
Zambia Institute of Chartered Accountants,
Accountants Park,
Thabo Mbeki Road,
P O Box 32005,

LUSAKA

Email: job@zica.co.zm

The closing date for receiving applications is Friday, 27th September, 2019 by 17:00 hours.