

JOB DESCRIPTION

Job Title:	Senior Financial Analyst
Location:	Tbilisi, Georgia
Job Level:	Mid-Level Manager
Supervision exercised:	None
Supervision received:	Reports to CFO
Job Opening Date:	February 14, 2018
Job Closing Date:	February 28, 2018

About Gazelle Finance:

Gazelle Finance (“Gazelle”) recently launched a \$30M private equity fund (“Fund”) to invest in high growth small and medium enterprises (SMEs) in Georgia and Armenia. With an innovative risk capital investment model that employs partially collateralized income participation loans and self-liquidating equity instruments (typical investment size ranging from \$100,000 to \$1 million), the Fund seeks to generate a competitive commercial return on investment to investors, while concurrently targeting economic development objectives. The Fund will target fast growing SMEs (“gazelles”) operating across a range of business sectors, with an emphasis on agribusiness, light industry/manufacturing, healthcare, education, services, tourism/hospitality, and transportation and logistics. Gazelle operates out of its main office in Tbilisi, Georgia with a country office in Yerevan, Armenia, and is seeking skilled finance professionals.

Summary of the Position:

The Senior Financial Analyst will be responsible for financial reporting to investors, Fund administration, overseeing Fund’s accounting and tax efficiency, and managing the Fund’s financial MIS and IT systems. Gazelle is a newly formed business, and as such, the Senior Financial Analyst will play an integral role in developing and implementing the back-office financial monitoring and reporting systems for the Fund. Notably, the Fund will consist of multiple overseas entities, and as such the Senior Financial Analyst will hold responsibility for managing all financial and accounting aspects of these entities. The Senior Financial Analyst should have an undergraduate degree in accounting or finance, strong competency in IFRS, with preference given to those candidates with a masters’ degrees (e.g., MBA) and financial and accounting certifications (CFA, ACCA), and 5+ years of progressively responsible experience working in the private sector in accounting, financial controller, and/or corporate finance roles, and should have demonstrated strong quantitative analysis skills, and have a high level of written and oral communication skills, particularly in English. This position reports to the CFO.

Principal Duties and Areas of Responsibility:

- Support the CFO in managing financial administration and accounting for the Fund, which includes multiple Fund related entities domiciled internationally;
- Manage financial reporting to international investors, including development finance institutions;
- Support the CFO in the creation and delivery of the quarterly/annual consolidated financial statements of the Fund and the Fund Manager according to IFRS standards and local country regulatory requirements;
- Cooperate with the Fund’s Country Chief Accountants for ensuring the global operations are performed in a tax efficient manner and in compliance with tax and legal regulations.
- Manage global payroll and benefits programs for the Fund and Fund Manager entities.

- Support the CFO inter-entity capitalization processes (e.g., structuring and execution of inter-entity equity investments and loans);
- Manage financial and quantitative development impact and technical assistance reporting systems (to track the development performance of investment portfolio in Georgia and Armenia) and deliver reports to investors, senior management, and board directors;
- Support the CFO in executing the financial management and forecasting systems, including budgeting, cashflow forecasting, investment capital drawdowns, distributions from/to the investors;
- Assist the CFO in recording and maintaining the Fund Investors' capital accounts (proper calculation and allocation of expenses and investment proceeds on loans and equity products);
- Work on annual third-party audits of the Fund's global operations and investment portfolio; Manage cooperation with external auditors.
- Manage valuation processes to determine fair market value (FMV) of the Fund's investment portfolio and the net asset value (NAV) of the Fund and contribute to the development of the valuation guidelines to incorporate IFRS norms;
- Monitor portfolio performance to ensure investment projections are achieved and financial returns maximized;
- Manage the cloud based MIS system for Fund administration, financial and impact performance reporting, CRM, accounting, and portfolio management;

Desired Profile:

- Undergraduate degree in finance. Preference given to those candidates with a masters' degree (e.g., MBA) and financial and accounting certifications (CFA, ACCA).
- Minimum 5 years' professional finance and accounting experience in the: audit, assurance, accounting, consulting & tax services industry; commercial banking; private equity; corporate finance; M&A; and/or project finance;
- High degree of competency working with IFRS standards and Georgian accounting practices; proficiency with US GAAP accounting practices is desired.
- Native Georgian speaker, fluent in English and Russian with strong English financial speaking and writing skills;
- Proficiency working with legal documents such as contracts, investment agreements related to debt and equity investing;
- Strong analytical skills pertaining to finance and accounting, including financial modeling, IRR calculations, cost and financial accounting, financial analysis and valuation, tax planning, and financial reporting;
- Proven ability to work in a dynamic, fast-paced, high-growth environment where everyone is expected to balance multiple roles and commitments;
- Detail oriented, methodical about organization and maintenance of complex structures;
- Self-starter, willing to roll-up sleeves and do the actual work
- Entrepreneurial team player, willing and able to work long hours when necessary and contribute in multiple ways in a growth environment;
- Willingness to travel occasionally in the region;

Compensation:

This is a local hire position offering a competitive salary and participation in company incentive program. Standard benefits.

Please send CV and cover letter to: jobs@gazellefinance.com with the subject: "Senior Financial Analyst".