

VACANCY FOR:

## SENIOR ASSOCIATE, CREDIT RISK AND PORTFOLIO MANAGEMENT

JOB TITLE:

Senior Associate, Credit Risk and Portfolio Management

JOB SUMMARY:

The Credit Risk and Portfolio Management personnel will provide support for the (a) execution and closing of transactions undertaken within InfraCredit, (b) Portfolio Management of all assigned transactions, (c) Work in coordination with other relevant departments to minimize credit risk associated with the organization's risk assets, and (e) Maintain good relationship with internal and external clients as well as service providers (Transactors, Legal, Risk and Finance).



### RESPONSIBILITIES

The resource person will be responsible for but not be limited to the following:

#### Pre-handover / Transaction Closure

- Input and review of the structure from a credit risk monitoring perspective, to ensure that the deal can be monitored within the capabilities of InfraCredit Portfolio Management team.
- Ensuring alignment of the term sheet, credit paper and legal and security agreements to the guarantee policy.
- Managing / coordinating the CP fulfilment and sign-off process.

- Origination of loan repayment schedules in relevant systems (e.g. Excel)
- Assisting in the review of guarantee documentation to evaluate transaction controls
- Assisting in developing scopes of work / terms of reference for relevant consultants required for monitoring transactions post financial close
- Assisting with the due diligence process in terms of Conditions Precedent to drawdowns and subsequent drawdowns.
- Conduct a detailed review of due diligence reports, financial models, legal advisory, E&S reports, any other reports related to the projects (the “reports”)
- Based on assessment of the above reports, extrapolate and prepare a risk assessment and mitigation schedule (i.e. risk identification, risk mitigation and risk allocation/management) - i.e. the “risk matrix table”.

#### **Handover / Post Execution**

1. Ensuring that all relevant deals are being monitored.
2. Obtaining relevant information on and understanding of credit conditions to be monitored (conditions precedent, waived conditions and ongoing conditions).
3. Meeting with the Origination and Structuring team to ensure clear understanding of deal
4. Ensuring that a full set of documents is received and lodgement of same with the Collateral Management Unit.

5. Capturing the relevant information into the TMU database including tracking of important dates, performance linked indicators and events relating to each deal under management.
6. Management of/ provide support for Collateral Monitoring under the following headings:
  - Collateral and Security
  - Valuation of collateral, monitoring of cover ratios and making of margin calls when necessary
  - Insurance requirements (selected companies and criteria for selection)
  - Providing input to Waivers and amendments where necessary
  - Input into the renewal of facility structures
  - Business unit support.
7. Maintaining contact with the client representative to ensure that the required risk information is received in a timely manner.
8. Monitoring and reporting on credit risk on a transaction, client and portfolio level by ensuring:
  - Client / transaction information is obtained and used to determine compliance to credit conditions / covenants and non-compliance is reported in a timely manner.
  - Management of subsequent draw downs and repayments of the facility
  - Periodic and ad-hoc visit are carried out to review, where relevant, client operations and/or InfraCredit's security and providing a comprehensive status report, which must include identification of potential structural weakness in the security.
  - Keeping track of all breaches noted on transactions. Escalating breaches to the appropriate sanctioning authority and proposing relevant corrective actions
  - Preparing and presenting reports / MIS in a timely manner as may be defined by the Head of Credit

- Analyze client performance against bank statements, production, sales, key expenses etc.
  - Develop and maintain a reporting template ensuring that clients understand the requirements and complete accordingly.
9. Liaising with the Execution / Remediation teams where transactions are to be re-structured either for distress or commercial reasons and ensuring that TMU database is kept current.
10. Provide back up to compliance on monitoring of On-lending Schemes/Funding
- Managing payment of loan obligations to Development Finance Institutions/ other investors.
  - Calculation of relevant covenant ratios and rendition of returns
11. Drive a culture of compliance among clients; pension; PAYE; CAC Filings; Insurance; Tax clearance certificates, regulatory and environmental matters.

#### Portfolio Management

- Tracking and monitoring of key parameters for the Risk Appetite Framework.
- Escalating potential breaches in sector/obligor/rating limits as per approved framework.
- Managing the portfolio stress testing process as outlined in credit policy.
- Reporting of Credit Risk capital requirement as well as compliance with the relevant framework
- Driving Model validation and back testing process under the guidance of the Head of Credit.
- In addition to the above, the job holder will also assist in day-to-day tasks as delegated by the EXCO.



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