



## **TERMS OF REFERENCE FOR A FUND MANAGER**

The **African Agribusiness incubators Network (AAIN)**<[www.africaain.org](http://www.africaain.org)>Africa Agribusiness Incubators Network (AAIN) is a private sector organization whose core mandate is to strengthen agribusiness incubation capacity; commercialize agricultural technologies and innovations and create a robust support system among agribusiness incubators in Africa.

**Vision:** To be the hub of innovations for African agri-business incubation

**Mission:** To incubate agri-incubators through advancing entrepreneurial talent, networking, and turning outputs of science and technology into resources for job and wealth creation in Africa.

AAIN business focus

1. African Agribusiness Innovation fund
2. Business incubation and Enterprise Development
3. Market development and linkages
4. Agribusiness Education
5. Youth and Women in Agribusiness investment support
6. Initiate and coordinate implementation of the bio economy strategy in Africa

The AAIN secretariat located at the FARA offices invites proposals from suitably qualified individuals to undertake the task of Fund Management. Under the guidance of the Chief Executive Officer

## **BACKGROUND AND INTRODUCTION**

**Office:** 12 Anmeda Street, Roman Ridge Accra, Ghana

**Address:** PMB CT 173 Cantonments, Accra Ghana

**Telephone:** +233 (0) 302 779 421

**Email:** [info@africaain.org](mailto:info@africaain.org)





African Agribusiness Incubators Network (AAIN) is soliciting for business ideas and solutions From organizations and individuals focused on innovative agribusiness incubation. The investment financing is to help support solutions or start small scale agribusiness incubators along different

Value chains. AAIN has established the AAIF to support emerging businesses and Small to Medium Scale Incubators to deepen the outreach and impact of agribusiness incubation in Africa. Small to medium Scale Incubators have untapped potentials that can increase opportunities

For jobs and wealth creation for small scale incubators in Africa.

## **DUTY POST**

The duty post is the AAIN Secretariat, 12 Anmeda Street Roman Ridge, PMB CT 173, Cantonments, Accra, Ghana.

## **FUNCTIONS & DUTIES**

**The Fund Manager should assist the CEO to;**

- Review and analyze loan/funding requests submitted by prospective clients
- Develop and Review loan fund's risk assessment tools
- Strategize on lending projections and liquidity management
- Analyze partners' and clients financial and business performances
- Develop, Update and revise loan fund policies
- Review financial reports
- Produce several monthly financial reports, including -but not limited- to the following ones:
  - Portfolio Reports.
  - Interest Income Reports
  - Interest Expense Reports

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#### ○ Projections Reports

- Provide all necessary information to current and potential investors about their investment
- Foster good relations with various organizations in the impact investing spectrum.
- Promoting the business to enterprises wishing to raise capital.
- Identifying agri-enterprises as potential suitable clients.
- Building rapport with the management team of the agri-enterprises.
- Preparing investment briefs to overcome barriers to investment.
- Prepare business appraisal and investment documentation.
- Approach and cultivate relationships with investors.
- Consult colleagues to identify potential investors amongst their clients.
- Manage due diligence whilst supporting investees to develop relationships with investors.
- Identify patterns in client's investment which could lead to the formation of new funds.
- Develop and manage relationships with investors and other corporate partners.
- Assist reporting to Board and management.

#### Additionally

- The Fund manager will assist develop the risk management strategies with the mentors for the funded entity
- Collaborate with incubator Board, senior management and staff to plan business, technology initiatives and budgets
- Document at best practice to ensure continuous improvement of the fund
- Ensure security of the funded assets or equity until write down or otherwise based on the contractual obligations
- Assist in the preparation of the general strategic investment plans for AAIN

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- Evaluate business development strategies, investments options and projects for AAIN

## REPORTING

The Fund Manager will report to the CEO and the Fund Management Committee

## QUALIFICATIONS AND EXPERIENCE REQUIRED

Applicants must have a minimum of 5 years' experience in fund management .Relevant experience in Agribusiness and incubation. Qualifications in business studies (MBA- Finance), statistics, finance, mathematics, accounting or economics can be helpful.

Fluency in French will be an added advantage.

## KEY COMPETENCIES

- ✓ Ambition
- ✓ Confidence
- ✓ Determination
- ✓ Motivation
- ✓ Strong time management skills
- ✓ Ability to work effectively under pressure
- ✓ Good IT skills
- ✓ Analytical skills
- ✓ Team working skills
- ✓ Numerical skills
- ✓ Problem-solving skills
- ✓ Communication skills

Interested applicants should kindly send their CV's and expression of interest to : [info@africaain.org](mailto:info@africaain.org) .

Please note the deadline for submission is 30<sup>th</sup> June, 2016.

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