



## Accountant / Investment Support Officer, Brussels

We are recruiting an accountant to join our investment support team.

EDFI – the Association of European Development Finance Institutions – promotes the work of 15 bilateral development finance institutions that invest in the private sector in emerging and frontier markets to create jobs, boost growth and fight poverty. DFIs invest in financial services, clean energy, industry and many other sectors in 100-plus countries. At the end of 2015, the combined portfolio of EDFI members was €36 billion in 4,038 projects.

The European DFIs have grown significantly, tripling their combined portfolio over the past 10 years, and they play a key role in private sector development and mobilising private capital into emerging and frontier markets. The DFIs are expected by their government owners to be decisive instruments in reaching the Sustainable Development Goals by 2030. EDFI is expected to play an important role in helping members respond to these demands. EDFI has also established a new Management Company which already manages ElectriFI, an EU-funded energy investment facility.

The European DFIs have joined with other financing institutions in setting up two joint investment facilities, European Financing Partners (EFP) and the Interact Climate Change Facility (ICCF). There are approximately 50 active investments with an average size of €10 million. EDFI plays a role in facilitating the participation of the financing partners in these facilities; and the Accountant / Investment Support Officer will be a key contributor in this work.

### Responsibilities:

The Accountant will be part of a small cross-functional team and will take a key role in the investment support team in close coordination with the Senior Programme Manager. The key areas of responsibility include:

- Issuing payment advice notes to investment partners
- Processing funding requests, change requests and waiver requests
- Managing data rooms
- Supporting portfolio tracking and reporting
- Preparing project briefing updates
- Organising and analysing portfolio data and handling data enquiries
- Managing financial accounting in EDFI's own operations and programmes

### Profile:

We are looking for a proficient and reliable accounting professional with strong attention to detail. We will emphasise the following qualifications:

- Training in the accounting or auditing profession
- Relevant professional certification from a European Union country
- At least five years of work experience in financial accounting, preferably in financial services or project finance
- Excellent personal organisation and coordination skills
- Proven experience in handling processes relating to financial transactions
- Proven experience in managing and analysing data in excel spreadsheets, databases and online data rooms
- Good ability to work in teams and relate to international counterparts in-person, and via phone and email
- Strong English oral and written communication skills

### Application

Interested candidates who fulfil the requirements should address their application (CV + Cover Letter) with the subject line "EDFI position: Accountant / Investment Support Officer" to [edfi@edfi.eu](mailto:edfi@edfi.eu) **by latest February 28, 2017**. We encourage candidates to apply as soon as possible as we will review applications as we receive them.