

## Valuation Oversight Manager – Luxembourg based

*Bamboo Capital Partners (“Bamboo”) is an impact investing platform founded in 2007 by Jean-Philippe de Schrevel providing innovative financing solutions to catalyze lasting impact. Bamboo bridges the gap between seed and growth stage funding through a full suite of finance options – from debt to equity – which it activates unilaterally or through strategic partnerships. Bamboo aims to generate lasting impact and improve the lives of the world’s most marginalized communities while delivering strong financial returns. Since its inception, Bamboo has raised \$450m for developing countries, positively impacting over 193 million lives and supporting over 48,000 jobs, including 17,900 jobs for women, through its investments in over 30 countries. The firm has a team of 30 professionals active across Europe, Latin America, Africa and Asia.*

**Bamboo is currently looking for a Portfolio Oversight Manager** joining our small team of highly qualified and dedicated professionals as soon as possible. The Portfolio Oversight Manager reports to the Head of Portfolio & Valuation Oversight and has the following responsibilities:

### Financials for the funds:

- Review the quarterly NAV packs of the funds and financial reportings of the SPVs;
- Prepare the (statutory or consolidated) financial statements of the funds and the SPVs under Lux and local GAAP;
- Prepare the quarterly investor reports;
- Manage the annual audit of the funds and the SPVs (as required) with the support of the Head of Portfolio Valuation and Audit Manager;

### Cash management of the funds:

- Monitoring and control of bank accounts, check cash balances post capital calls, cash positions, centralize all invoices, monitoring of expenses;
- Review and initiate all payments ahead of submission to Fund Admin/Transfer Agent;
- Assist with the opening of bank accounts for new funds and/or SPVs as per the local requirements.

### Portfolio management:

- Provide operational support to the Investment Team, the Fund Admin and AIFM (as required) during transactions (e.g. investment, distribution processes).
- Prepare the capital calls and distributions notices to investors in coordination with the Fund Admin.
- Update of the investment portfolio performance.

### Tax and regulatory:

- Work with tax advisors to stay up-to-date on regulatory topics and ensure structuring complies with the Law;
- Coordinate with local tax advisors to ensure preparation of tax returns and review their work;
- Coordinate with Luxembourg fund administrators and local providers to ensure proper regulatory reporting;
- Prepare and coordinate with local providers to ensure proper preparation and filing of FATCA & CRS returns for the funds.

### Legal

- Corporate secretarial functions with the help of lawyers: board meetings approving disbursements, financial statements, distribution, capital call notices.

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### **Miscellaneous**

- Support the team in all operational activities and for implementation of new projects;
- Maintain the corporate archives of SPVs in good order (electronic & physical archive).

### **Candidates should have the following profile:**

- Finance studies with at least 5 years of work experience;
- Dynamic personality, self-starter, entrepreneurial, flexible, able to work with a high level of autonomy and in a challenging environment;
- Strong analytic skills, financial valuation and modelling, and structuring skills;
- Knowledge and experience of IFRS is a plus;
- Strong communication skills;
- Genuine interest in Impact Investments and motivated by Bamboo's vision;
- Experience in transactions involving private equity;
- Familiar with the AIFM regulatory environment;
- Fluent in both English and French (written and spoken). Spanish is a plus.

We offer an attractive compensation package as well as a dynamic working environment in a high-caliber team of motivated professionals.