

Accounts Assistant

InfraCo Africa seeks to alleviate poverty in frontier markets: by mobilising private sector expertise and finance to develop high-quality infrastructure projects that enable economic development.

Our Company

InfraCo Africa (infracoafrica.com) reduces the costs and risks associated with the development of early-stage projects by providing the public risk capital and expertise needed to develop them from a concept to a commercially viable investment opportunity. We do this by funding teams of experienced project developers who can originate and progress projects on our behalf, and by investing directly into those projects which would benefit from the financial commitment and leverage we can provide.

Established in 2004 as part of the Private Infrastructure Development Group ([PIDG](#)), InfraCo Africa is managed as a private company although funded by the governments of Switzerland (via [SECO](#)), the Netherlands (via [DGIS](#)) and the UK (via [DFID](#)). This means that our work reflects our shareholder's objectives and is delivered using proven business practices. It also means that we are continuously balancing commercial viability and development impact. For example, we get involved in infrastructure projects before everyone else, at a stage when the costs and risks are too high for the private sector. We will prioritise projects in the poorest or most fragile counties and those that are the first of their kind or doing something truly innovative to help local communities. Yet, we also choose projects that with our help can become bankable and reach financial close, enabling us to recoup our costs and reinvest. Our projects are also developed to the highest environmental, social, health and safety standards and we embed good governance, transparency and leading ABC practices into everything that we do. The inherent tension, between development impact and commercial viability, is unique to InfraCo Africa and differentiates our involvement in projects.

We have a track record of successfully developing and closing deals: with ten projects developed through to Financial Close so far. Of these ten, we have fully exited four projects and are overseeing the construction and operation of the remainder. Since 2015 we have focused on building a diverse pipeline of projects, committing over US\$75m to the development of twelve new infrastructure projects and establishing a new office in Kenya and a team in Senegal. Many of these projects are now in the process of raising finance with the intention of commencing construction activities late in 2019. We have also set ourselves a new, ambitious growth strategy: one that will see us doubling the size of our business over five years and further diversifying our pipeline within the water and transport sector. To manage forecast activity, we are expanding our Asset Management and Business Development teams and will be investing in developing our internal sales and investment capabilities.

Having recently secured a new tranche of funding from our Donors, we are looking to once again double our pipeline and expand our presence in the transport and water sectors. Therefore through 2019 and onwards, we will have a concurrent focus on originating new deals whilst also managing and recovering investment into our current pipeline.

Our Business Development Team: has a deep expertise in the technologies it develops, in governance and in project contracting and financing. They are responsible for the origination, development and eventual exit from InfraCo Africa's projects.

Our Asset Management Team: has a deep expertise in the governance of successful businesses and protecting corporate investments into infrastructure assets. They are responsible for the construction and operation of InfraCo Africa's projects and its successful recovery of invested funds.

Our Corporate Team: has a breadth of expertise from financial management and accounting, to development impact reporting, corporate and project law, HR and marketing. They are responsible for the effective and efficient operation of our business.

Your Role

You will be part of our corporate team ultimately reporting into the Head of Finance but predominantly working with the Corporate Accountant. You will be responsible for processing the company's invoices and payments whilst also helping the Corporate Accountant prepare InfraCo Africa's financial reports and statements.

Your Responsibilities

As an Accounts Assistant, you will be expected to:

- Review expense submissions and invoices against company policy, flagging non-compliance and either seeking an explanation or rejecting the claim as appropriate;
- Efficiently process payroll, expenses, invoices and payments;
- Prepare and post accounting journals;
- Manage InfraCo Africa's bank accounts and reconcile cash balances daily;
- Prepare VAT returns;
- Support the Corporate Accountant with monthly balance sheet reconciliations; and
- Support the Corporate Accountant with the consolidation and reporting of financial data internally and externally.

Your Experience and Qualifications

We expect you to:

- Have more than two years of experience of working in a finance function, including accounts payable, journal entry and invoice processing;
- Have previously analysed financial data and produced accurate finance reports for a private sector company or during a course of financial studies;
- Have an interest in renewable power, water or transport infrastructure and our work in sub-Saharan Africa;
- Demonstrate integrity and professionalism in your previous roles; and
- Be either interested in or currently studying for an accountancy qualification.

Your Personal Qualities:

Analytical precision: Able to *dive into the detail* of a financial model, accounts, contractual agreement, study or design to challenge its accuracy, balancing *technical precision* against achievement of the overall objective.

Perseverance: Able to maintain *focus* and *commitment* to completing a task despite delays or tight deadlines, keeping the long-term objective in sight whilst *patiently* overcoming immediate obstacles and *flexing priorities*.

Collaborative: Able to build strong, lasting relationships with a *diverse* mix of individuals and businesses and to use these to *share ideas* and *work collectively* to resolve issues.

Integrity: Demonstrates *professionalism* in all that they do and *acts with integrity* even when that means walking away from something that might be to their own advantage.

Location: This position is based in London, UK.

Package: Available on request.