

Hiring Now

Vice President - Portfolio Management

Reports to: Head of Portfolio Management

Job Summary

This role is responsible for managing credit portfolio of borrower organizations including NBFC's & MFBs. Comprehensive management of credit proposals, financial analytics & portfolio assessment, disbursement, repayments, and coordination with departments for providing data on portfolio.

Key Responsibilities

- Develop marketing strategies to attract prospective borrowers.
- Build capacity of microfinance institutions, who are clients of PMIC, in terms of their policies & procedures, employee professionalism and customer outreach.
- Assign ratings based on Institutional Rating System.
- Review funding requests and business plan of borrowers (NBMFIs/MFBs) and finalize credit proposals for approval by senior management.
- Ensure timely disbursements and repayments from borrowers and managing relationships with assigned credit portfolio companies in particular and all PMIC companies in general.
- Carry out financial modeling to predict future performance of an institution and portfolio in particular and all portfolio in general.
- Prepare, review and finalize reports and new product notes for review and finalizing along with the Head of Portfolio Management.
- Consolidating and sharing various reports including quality and quantitative reports to stakeholders. Coordinate meetings of borrowers with senior management of PMIC and Stakeholders.
- Effectively manage field visits to head office, branches, and end clients. Prepare, review and finalize 'back to office' reports of the assigned portfolio companies in particular and all PMIC companies in general.
- Provide guidance to team members regarding training needs and training opportunities. Supervise team member(s) for functional job assignments and performance.

Education

- Masters or MBA (Finance and/or Accounting).
- CFA-qualified will be preferred.

Experience

8-10 years in a Financial Institution with experience in credit programs / assessment / monitoring, with a proven track record of concluding financial transactions.

Technical Competencies	Leadership Competencies
<ul style="list-style-type: none"> • Credit Marketing skills • Project Management Skills • Proficiency in Financial Analytics • Proposal development and budgeting Skills • Project design and implementation 	<ul style="list-style-type: none"> • Teamwork • Decision Making & Problem Solving • Initiative and change Driven • Planning & Organizing • Effective Communication