

Investment Officer

Job Title	Investment Officer
Position Level	Investment Officer
Reports to	Manager, Investment Section under Corporate Strategy & Performance Department
Function	Securing project finance, Project evaluation, conducting financial analysis for investment decision, due diligence for strategic partnership and lenders
Location	Corporate Office, Thimphu

Duties, Responsibilities, and Accountabilities (DRA)	
	<ol style="list-style-type: none"> 1. Analyze the profitability and financial strength of the existing business operations 2. Evaluating project and conducting financial analysis to assist in the investment decisions 3. Ownership and Debt structuring of the project development 4. Communications between project sponsors and financial institutions, ensuring smooth interactions throughout the financing process. 5. Negotiating financing terms and agreements 6. Participate in the due diligence process by organizing and preparing documentation for review by banks and investors 7. Collaborate with cross-functional teams to address due diligence inquiries and resolve any issues that may arise during the process 8. Gain exposure to the legal, technical, and environmental aspects of project finance through hands-on experience 9. Develop relationships with key stakeholders, including project developers, banks, and regulatory authorities, to expand your professional network 10. Learn effective communication skills to interact with internal and external stakeholders and provide timely updates on project progress 11. Enhance understanding of industry dynamics and best practices in renewable energy finance 12. Gain proficiency in Excel and other financial modeling tools to support the team in developing accurate financial projections and analysis

Functional Dimensions Contextual Information	
Staff	All staff under Investment Section shall report to the Manager, Investment Section
Internal/External Roles	Internal: Work closely with the Accounts Section, Directors, heads of functional units, and CEOs of the subsidiary companies to provide, analyze and interpret financial management information.
	External: Maintain relationships with the Investors, Lenders, DHI, bankers, auditors (Statutory, RAA, Internal, and Revenue), regulatory authorities, and other agencies. He/she will ensure that DGPC is governed and controlled to uphold the highest standards.

Qualification, Knowledge, Skills, Abilities, and Experience	Qualification: <ul style="list-style-type: none"> ▪ Degree in Engineering with MBA in Finance/Accounting OR Bachelor's Degree with MBA/ Masters in Finance/Accounting with at least minimum of 5 years of experience in financial analysis, reporting, Accounting and Finance, Investment banking, Project finance, or corporate finance. ▪ Strong analytical skills and attention to detail, with a willingness to learn and adapt in a dynamic environment ▪ Excellent communication and interpersonal skills, with the ability to work effectively in a team setting ▪ Good understanding of the role of information technology in accounting and financial management ▪ Practical knowledge of accounting and budgeting ▪ Should have standard ethical skills to apply in the day-to-day finance functions ▪ Should have a broad understanding of the Company and its business including current as well as future business
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Key Performance Indicators
<ol style="list-style-type: none"> 1. Financial performance of the company 2. Compliance with the Companies Act of Bhutan 2016 3. Compliance with the Financial Rules and Regulations of 2001 4. Compliance with the Rules and Policies of the Corporation. (Accounting Manual -2021) 5. Compliance with DHI Group Accounting Policy 6. Compliance with Financial Service Act 2011 7. Compliance with External Commercial Borrowing Guidelines 8. Compliance with Tariff Determination Regulation 9. Compliance with Foreign Direct Investment 10. Rating in line with EAS targets and TAS targets