

Business Support Assistant

Financial Access Consulting Services (FACS) is looking for a Business Support Assistant, to be based in Nairobi, Kenya.

About the company

FACS is an international financial advisory and fintech services company. We design and deliver solutions to accelerate financial inclusion at scale in rural markets in Africa and Southeast Asia. We use our data-driven analytics, agrisector knowledge and operational banking experience to develop less risky, scalable and sustainable farmer financing models and customized investment opportunities for banks, microfinance institutions and (impact) investors, at lower cost.

FACS is part of the Financial Access group, the ex-ING Bank emerging markets financial sector advisory business taken private by management. FACS operates from its Head Office in Amsterdam and has operations in East Africa (Kenya), West Africa (Ghana) and Indonesia. Combined with its ING track record, FACS has successfully completed more than 300 assignments in 45 countries since 1991.

In 2019 FACS has developed LendXS (www.lendxs.com), a fintech platform for financial institutions enabling them to lend to smallholder farmers at lower cost and reduced risk through the use of digital data collection and the deployment of credit workflow management and credit scoring tools.

Job description

To support our work, FACS is looking for a full-time Business Support Assistant with a strong financial background who can support both our advisory and technology business for FACS and LendXS.

Responsibilities include the following amongst others:

- Assist in the office administrative support and documentation management
- Support Project Managers with the development of project budgets and workplans
- Conduct project monitoring, pre project implementation, and reporting
- Track project progress, including key performance, project deliverables, deadlines and any impact metrics
- Arrange travel planning for the team which is related to project implementation

Qualifications and experience

- Bachelor's Degree in Economics, Finance or any other related field

- 1-2 years of relevant work experience in project management, international business and financial consulting firm
- Work experience in Africa and experience with project and stakeholder management
- Teamplayer with excellent interpersonal skills
- Active interest in emerging markets, agri-finance and/or development finance
- Ability to multi-task while maintaining strict attention to detail in a time sensitive environment
- Fluency in English (speaking and writing)
- Flexible, energetic, hands-on and self-motivated
- Willingness to travel

The offer

- Market-based compensation
- On-the-job learning experience
- Stimulating, dynamic and international work environment
- Opportunities for professional and personal growth

If interested, please send your CV and motivation letter in English to info@financialxs.com.

For more information, please visit: www.facsglobal.com.