

JOB POSTING: SENIOR OPERATIONS OFFICER, BACK OFFICE: EDC ASSET MANAGEMENT KENYA LIMITED

EDC Asset Management Kenya Limited (EAM Kenya) is a subsidiary of Ecobank Development Corporation (EDC), which is part of the Ecobank Group — a leading Pan-African financial institution with operations in 34 African countries and key international hubs. EDC Group is wholly owned by the Ecobank Group and a leading provider of Pan-African investment management, securities & investor services, and investment banking solutions.

EAM Kenya spearheads EDC Group's strategic expansion into East Africa, serving as a Capital Markets Authority licensed asset/fund manager in Kenya. The company will provide comprehensive range of asset management, wealth and investment services, including collective investment schemes and pension products in Kenya and the East African region.

Job Title: Senior Operations Officer, Back Office – EDC Asset Management Kenya Limited

DATE	August 2025
GENERAL JOB INFORMATION	
Job Title	Senior Operations Officer, Back Office – EAM Kenya
Reports to	Head of Operations, EAM Kenya
Job Grade	3B
Direct Reports	Operations Officers
JOB PURPOSE	
<ul style="list-style-type: none"> ✓ <i>To assist the Asset Management Department in the management of the operations function to ensure operational efficiency and avoidance of loss and growth of the business in a profitable and cost-effective manner.</i> ✓ <i>To be responsible for the entire Asset Management back office Operational processes.</i> 	
JOB CONTEXT	
<p>The role implies to be customer minded with abilities to address/escalate issues to the Head of Operations, Nigeria.</p> <p>The candidate is expected to constantly be on top of operational issues in the Asset Management space and provide the needed information, reporting.</p>	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> - Custodian of the overall operational process - Supervises the processing of various client requests- subscriptions, redemptions, transfer request, etc. for retail funds and purchases, sales and cash movements for institutional funds - Retail and institutional fund reconciliations with custodial cash positions - Resolving dealing-related enquiries by email and by telephone, supplying information relating to funds' portfolios, prices, dealing procedures, markets - Liaising with parties to the fund such as custodians, registrars, auditors - Settlement of transactions into clients portfolios as per transaction contract notes - Supervises the Maintenance of subscribers' register and investors files - Processing corporate actions and cash receipts such as dividend/interest payments - Semi annual fund level reporting 	

- Client statement preparation and reporting for both retail and institutional segments
- Asset management system liaison to ensure alignment with the operational process for both web and core versions
- Ensuring compliance with anti-money laundering procedures
- Rendering of returns to regulators and relevant statutory bodies
- Carry out other duties that may be assigned from time to time.

KNOWLEDGE, SKILLS & EXPERIENCE

Experience & Qualifications

- At least 3-5 years proven experience in Asset Management space
- Ability to implement procedures to ensure effectiveness and operational efficiency.
- Customer focused & result oriented.
- Good organizational and time management skills are highly desirable.
- Inclusive, flexible, savvy and sensitive to client culture/Customer excellence.
- First degrees in a quantitative field
- Professional qualification such as ACA, ACCA is desirable

Skills, Capabilities & attributes

- Great team spirit and strong communication skills are required, in order to develop and maintain effective working relationships both externally and internally.
- Result driven, excellent team player
- Empathizes and pays attention to details
- Proficiency in the use of Investment Management software applications
- Self-starter who can work on their own with minimal direct supervision
- Adopts a conscientious organized and logical approach to task completion
- Motivated by challenges and positive attitude towards work

APPLICATION PROCESS

Apply by sending your Curriculum Vitae (CV) and relevant academic and professional certifications on email to nmwai@ecobank.com by Wednesday 24th September 2025 by 5pm.