



EXTERNAL VACANCY NOTICE

Position: CHIEF MANAGER– INVESTMENTS DEPARTMENT

Applications are invited externally from suitably qualified persons for the position of **Chief Manager, Investments Department**.

Job Summary

This position is responsible for leading and directing the activities of the Investments/Rental/Lease Receivables/ Insurance operations in the Investments Department. Ensuring compliance with the relevant policies and procedures, best practices, and for development of the staff in these sections. This position is also responsible for workflows processes within the Department whilst keeping in line with the Policies and Procedures of the Board.

Responsibilities

1. Responsible for the supervision of staff members in the Investment Department with particular focus on their direction, leadership, training and individual objectives.
2. Monitor the systems in place for the accurate and timely processing of data related to investments, to ensure consistent compliance with the company approved policies and procedures.
3. Develop new and improved procedures to improve efficiency, streamline the workflow and enhance internal controls.
4. Monitor and review Buildings/Facilities preventative maintenance.
5. Monitor and review Investment information disclosed to the public.
6. Review and make recommendations on new and continuing investments of Government secured and Money Market instruments and of the Board in compliance with prevailing investment guidelines.
7. Monitor and make contact with all external agencies i.e. Financial and Government Institutions, External Auditors, selected Insurance Company and vendors.
8. Conduct regular periodic review meetings with the Insurance Company to understand market-pricing dynamics for renewal purposes and with a view to improve the Board's coverage, policies and their associated costs.
9. Ensure that the monthly and annual financial reporting information and reconciliations for investments are completed accurately and within the prescribed guidelines.
10. Review and make recommendations on new and continuing investments of Government secured and Money Market instruments and of the Board in compliance with prevailing investment guidelines.
11. Ensure that time sensitive projects are executed effectively and efficiently.
12. Prepare the annual budget for the Investment Department.
13. Review and approve general ledger entries from the Investment Software; review and approve all other manual general ledger entries within the department.
14. Review and monitor schedules of all Board properties including leased properties and ensure timely notification and receipt of investment maturities.
15. Review and approve of interest rate survey report, weekly short-term deposits Treasury Bills report, investment maturities and investment activity reports on a weekly basis.
16. Ensure maturity schedule, investment portfolio updates, and portfolio performance attribution analyses are kept up to date for Investment Committee meetings.
17. Ensure compliance with approved asset allocation target ranges and ensure triennial review and update of Statement of Investment Policy and Guidelines.
18. Accompany the Executive to external meetings and present reports to the Board and committees in the absence of the Executive.
19. Ensure that the Board's assets are adequately insured and efficiently administer the insurance policies.
20. Ensure insurance matters related to the Board's assets (renewals, claims, etc.) are addressed in a timely manner.
21. Review and approve production of Investment Committee Minutes in a timely manner.

Qualifications and Requirements

- A Bachelor's Degree in Economics, Accounting or Finance from an accredited college or university and a Series 7 designation, its equivalent, or investment knowledge is required.
- A minimum of five (5) years administrative/supervisory experience and a minimum of seven (7) years' experience in Investments.
- Excellent organizational skills, including the ability to manage competing priorities and independently monitor progress and productivity against timelines, maximize resources, and maintain optimal attention to detail.
- Excellent interpersonal skills with experience as a team player; ability to work collaboratively with all levels of employees, management, and external parties.
- Strong analytical skills; excellent oral and written communication skills.
- Proficient in Microsoft Office applications, including Word and Excel.

APPLICATION

Interested persons may apply by submitting a cover letter with the subject **Chief Manager, Investments Department** and resume, along with the necessary proof of qualifications marked **private and confidential** to:

**Assistant Manager, Recruitment
Human Resources
The National Insurance Board
Clifford Darling Complex
Nassau, Bahamas**

Application Deadline: June 24, 2024