

Job Profile for Officer Performance Management & Investor Relations

- Takes custody of the corporate strategy document and work with business unit leads to successfully accomplish the initiatives that will deliver the strategic objectives of the company.
- Act as an intermediary between the AXA Mansard and shareholders on financial performance
- Oversee the collation and analysis of operational data, market and customer indices, micro and macro environmental factors/indices, industry trends and competitor data for effective business planning and management

Role Qualification:

Academic/Professional: Degree in any finance related courses (e.g., Accounting, Economics etc.). Possession of a CFA or MBA will be an added advantage but not compulsory

Work Experience: Minimum of 2 years professional experience in related positions.

Key Responsibilities:

- Preparation of annual iterations of strategic plan
- Preparation of periodic Profitability Reports at both local and regional levels (Monthly, quarterly)
- Preparation of periodic financial performance reports to the group (MBR, QBR, Forecast updates, Dialogues)
- Supervise & review of the preparation of Operating Performance Report
- Provision of performance appraisal indices to HR
- Supervise & review of preparation of Underwriting performance Report
- Supervise the preparation of commission payment to agents
- Supervise the preparation of Product Profitability Report
- Supervise the preparation of Customer Profitability Reports
- Preparation of annual budget and periodic forecast updates
- Supervise weekly GPI Update & Funds under management Balances Update
- Annual Break-even & CVP Analysis
- Supervise the approval of Expenses, Cash advances and Retirement
- Provide support on matters of financial analysis to requesting units
- Prepare and provide quarterly financial analysis for input in various reports
- Ensure that information (especially financial related) shared with AXA & non-AXA shareholders reflect accurately the performance of the company, while adhering to group guidelines
- Ensure that all deadlines for submissions to AXA are met
- Manage the relationship with Non-AXA Shareholders: organize engagements and maintain clear communication lines
- Other responsibilities as may be assigned by the CFO and CCO

Required Skills and Competencies

- Interpersonal & team building skills
- Strong Analytical & Problem-solving skills

- Oral & Written Communication and Presentation Skills
- Innovation and Service delivery
- Selling and Customer Relationship Management skills
- Experience creating business Plans, forecasts and relevant business metrics
- Excellent understanding of financial statement analysis and reporting
- Strong business analytical and strategic planning skills

Interested Applicants should send their CVs to **jobtalentrecruit@axamansard.com** stating the role applied for as subject of mail. e.g., **“Officer, Performance Management & Investor Relations”**.