

InfraCo Asia: Finance & Admin Assistant

As part of InfraCo Asia's portfolio success and continued growth, there is now an opportunity for a Finance & Admin Assistant to join a driven, passionate and entrepreneurial team based out of their office in Singapore.

This is an excellent opportunity for a suitably qualified administrative professional with accounting and/or company secretarial experience to join the InfraCo Asia finance team covering projects across frontier markets in South and South East Asia.

About InfraCo Asia

InfraCo Asia Development Pte Ltd (InfraCo Asia) is a commercially managed infrastructure development and investment company of the Private Infrastructure Development Group (PIDG). Headquartered in Singapore, InfraCo Asia aims to stimulate greater private sector investment in infrastructure projects in South and South East Asia. InfraCo Asia funds early stage, high-risk infrastructure development activities by taking an equity stake in projects and focusing on socially responsible and commercially viable, sustainable infrastructure projects that contribute to economic growth, social development and poverty reduction. InfraCo Asia is currently funded by three members of PIDG – the UK Department for International Development (UKAid), the Australian Department of Foreign Affairs and Trade (DFAT), and the Swiss State Secretariat for Economic Affairs (SECO).

Position Summary

- Reporting to the Finance Manager with supporting function to Executive Management Team, the Finance & Admin Assistant will support and assist on finance and corporate related administrative matters for InfraCo Asia projects, developers, counterparties and companies across InfraCo Asia's mandated countries of focus across South and South-East Asia (currently 6 countries in South Asia and 6 countries in South-East Asia).
- The Finance & Admin Assistant will have a key role in maintaining and ensuring the completeness of Finance and corporate records across InfraCo Asia's portfolio of projects and ensuring the smooth operation of the company.

Requirement & Attributes

- Diploma level qualifications and above preferred. Exposure to group structure handling more than 1 entity will be a strong plus.
- At least 4+ years of demonstrated experience in a similar role; accounting or corporate secretarial background is a strong plus. Candidates with substantial admin support experience without accounting/corporate secretarial background will be considered.
- Strong team player with ability and willingness to work collaboratively in a small team is key. Good interpersonal skills and ability to interact with internal and external

stakeholders among different groups and locations.

- Well-organized and efficient, able to prioritize and handle multiple and diverse tasks and projects and able to manage and coordinate activities among different groups under pressure of deadlines.
- High integrity – fair, honest, respectful of others, with a caring attitude about the future of the organization; dedicated to high standard of professionalism, and committed to continuing improvement.
- Initiative and drive – ability to make things happen; hands-on; results-oriented; energetic; problem solver; and must be passionate about InfraCo Asia’s mandate in stimulating private sector infrastructure growth in emerging markets and poor countries.
- Good working level comfort in English and ability to communicate with persons and parties across cultures and borders.
- Good MS Word and Excel skills essential.

This is a great opportunity to join a very active infrastructure investment and development organization with a solid track record of closing projects and positively affecting communities in developing Asian countries.

Feniks Consulting Pte Ltd is the exclusive Recruitment & HR Service partner chosen by InfraCo Asia for this position, only candidates who apply directly to Feniks Consulting will be considered.

Interested applicants, please send your detailed updated resume to our Recruitment & HR Service partner Feniks Consulting Pte Ltd at infraco_finance@feniksco.com.

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All applications will be treated with strictest confidence. We regret that only shortlisted applicants will be contacted. Application closes on 21 November 2017.

Thank you for your interest in InfraCo Asia.