

OPERATIONS SPECIALIST

As an Operations Specialist in IFU, you will be part of IFU's Operation Department that is responsible for a broad range of tasks focusing on process-related assistance to IFU's investments, deal teams in due diligence, data collection and data requests from investee companies as well as monitoring IFU's investee companies.

IFU is Denmark's Development Finance Institution. We strive to be a best-in-class impact investor by making commercial private sector investments that support the green transition, as well as building just and inclusive societies in developing countries and emerging markets. IFU has a strong focus on creating sustainable and responsible businesses, which generate measurable social, economic and climate impacts as well as solid financial returns

The Operations Department is a center of knowledge and efficient processing, apart from the responsibilities of this role, the operations team takes care of executive assistance, CRM, KYC, transaction management and Data Stewardship.

Responsibilities

This is an exciting job opportunity where you will be part of this relative newly formed unit in IFU. You will have the opportunity to make use of your professional toolbox, but in a context where you will be quite close to the individual investment and a broad range of colleagues. Additionally, you will play an important role in helping to further build the Operations department. You will find yourself in a dynamic and collaborative atmosphere, while maintaining a high level of operational performance.

In this role you will be responsible for:

- Taking part in IFU's operations department's Data stewardship and Investment process support function
- Coordinating for and servicing IFU's investment management team, investment committee and board, including ensuring the investment management team, committees and board receive investment presentations in due time
- Maintain and develop IFU's templates, ensure template change governance and prepare presentations
- Be the go-to person for status and progression of pipeline investment projects and facilitate that IFU's pipeline related data is correct and continuously updated
- Collect and upload investment related presentations for IFU's investment management team, internal and external investment committees and board of directors
- Assist data responsible units in collecting and visualising data from IFU's portfolio companies and participate in improving systems and methodologies for data collection from IFU's portfolio companies
- Participate in and coordinate data and process related projects

IFU has a strong set of values that guides us in our work with external partners and colleagues:

**CARE
FOR THE
FUTURE**

**STRIVE
WITH
COURAGE**

**MAKE A
DIFFERENCE
TOGETHER**

- Respond to KYC and FATCA requests on IFU from IFU's partners and coordinate bank account openings in the jurisdictions where IFU operates
- Establish and maintain a digital signing procedure in IFU and be the central point of entry for requests for signatures in IFU, including drafting of powers of attorneys and maintaining of IFU's internal rules of authorisation
- Be backup for the department's supporting role (Executive Management Assistant) for IFU's executive management team in coordinating executive management meetings, calendars and mailboxes.
- Assist with other coordination tasks in the Operations department.

Your qualifications and experience:

- Experience from similar role is an advantage
- Experience from the financial sector is an advantage
- Perhaps a background as a paralegal or legal assistant
- Motivated by process related tasks that requires a structural approach
- Experience conducting procedures for a PE fund is an advantage but not a pre-requisite
- Solid ability to work with Word, Excel, Power Point and Teams (Office 365)
- Interest in investments and developing countries is an advantage
- Team player and strong in cooperation with colleagues
- Orderly and process oriented
- Service oriented

Focus on impact

IFU has a strong focus on impact. All investments must support the green transition and contribute to poverty alleviation and reduced inequality. Furthermore, IFU demands that project companies adhere to national and international regulations on human rights, corporate social responsibility, anti-corruption, environment as well as workers' rights, for example. IFU aims to be a best-in-class impact investor and has launched internal initiatives on digital transformation, data management and other capabilities to realise this strategic aim.

Your application

We will be reviewing applications and conducting interviews in August. If you can see yourself in this role, we would love to hear from you! Applications will be handled by Advised by. If you have any questions about the position, please reach out to Anja Chemnitz Thygesen, Head of Research, +45 29 12 77 72.

Apply: [Operations Specialist - Advised by \(emply.net\)](#)

IFU – the Investment Fund for Developing Countries provides risk capital to companies operating in developing countries across Africa, Asia, Latin America and parts of Europe. Investments are made on commercial terms in the form of equity, loans and guarantees. IFU has co-invested in over 1,300 companies in more than 100 developing countries and emerging markets. Capital under management is EUR 2.1 billion.

IFU

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