KENYA PIPELINE COMPANY **RETIREMENT BENEFITS SCHEME**

JOB DESCRIPTION

ASSISTANT INVESTMENT OFFICER

Location:	Crescent Business Centre
Reports to:	Head of Investment and Strategy
Direct Reports:	None
Job Type:	Permanent and Pensionable
Remuneration:	As stipulated in the Scheme Remuneration Policy

MAIN PURPOSE OF THE JOB

The Position reports to the Head of Investment and Strategy and is responsible for continuously ensuring accuracy and timeliness of investment operations, strengthening data integrity, and providing analytical, operational, and administrative support to the Investment & Strategy Department. The role requires a strong understanding of accounting principles, pension fund operations, and finance management.

Key Responsibilities

- Update, reconcile, and maintain records of investment transactions including Treasury Bills, Bonds, Equities, and Deposits across all schemes.
- Process and record corporate actions, income receipts, and ensure timely and accurate transaction capture in scheme records.
- Liaise with fund managers, custodians, and other service providers on transaction confirmations and reconciliations.
- Prepare monthly reconciliations of portfolio holdings across funds.
- Assist in onboarding new products and client accounts.
- Maintain accurate records of Tenant Purchase Scheme (TPS) buyer statements, including collections.
- Assist in reconciling property income and service charge accounts.
- Support tenant engagement and preparation of property-related reports.
- Prepare inputs for quarterly reporting packs covering fund performance, property updates, and compliance with IPS and RBA guidelines.
- Analyse investment performance against benchmarks and prepare summaries for management and Board of Trustees reports.
- Ensure that records and reports are accurate, complete, and audit-ready at all times.
- Support the preparation of portfolio performance reports, Investment Committee papers, and Board submissions.
- Support the preparation of statutory, regulatory, and audit reports.
- Provide operational support on system implementation, upgrades, process enhancements, and testing of new features.

JOB SPECIFICATIONS:

- Bachelor's degree in Finance, Accounting, Economics, Business Administration, Actuarial Science, or related field.
- Progress towards a professional qualification such as CPA,CIFA or CISI
- Minimum of 2 years' experience in an investment/ finance function, with at least 1 year in the pension industry.
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, and Access) as well as office management software (ERP etc.)
- Technical skill: Proficiency in Investment management software & knowledge of pension fund regulations and investment principles.

COMPETENCIES :

- Strong analytical and quantitative skills.
- High attention to detail and integrity.
- Decision-making and problem-solving ability.
- Strong organizational and reporting skills.
- Excellent communication and interpersonal skills.
- Flexibility and adaptability in a dynamic work environment
- Ability to work independently and within a team.