



AIM Capital Management Limited (“AIM Capital”) is a fund manager focusing on making investments in private companies in the Indochina region with an emphasis on Vietnam and Cambodia. The group is headquartered in Ho Chi Minh City with a presence, through affiliates, throughout Vietnam and Cambodia, as well as in New York, London, Hong Kong and Singapore. AIM Capital provides growth capital to promising SMEs with strong and transparent management, high growth potential and a proven business model. There is an emphasis on investing in companies that the team understands well and, then, actively adding value to investments over the holding period. The investments are made using a variety of structures including private equity, convertible bonds and loans. The existing portfolio contains well-known local companies in a variety of industries. The AIM Capital team possesses a strong mix of long-term, deep local knowledge and international investment experience. The team is split approximately evenly between expatriates and locals and provides a supportive and educational environment for all members.

ACM is currently seeking to hire a motivated, experienced individual for the position of **Portfolio Manager or Finance Manager:**

Tasks

Portfolio Company Monitoring and Reporting

- Collect periodic financial reports from portfolio companies
- Design and maintain portfolio company monitoring models
- Design and generate periodic reports on portfolio company performance for fund senior management and fund investors
- Review and analyze portfolio company accounts and performance to identify any performance issues or irregularities and inform fund senior management
- Monitor portfolio companies for compliance with investment agreements

Portfolio Company Financial Advisory

- Work with portfolio companies to establish annual, detailed budgets and financial forecasts to be approved by the boards the portfolio companies and senior management of the fund and which will serve as baseline for evaluation of company performance
- Work with accounting departments of portfolio companies to improve accounting policies and procedures and ensure timely, accurate reporting to the fund
- Implementation of effective financial controls at the portfolio companies
- Assist the portfolio companies in tax planning and compliance with corporate, payroll, and other applicable taxes on an as-needed basis and as instructed by senior management of fund
- Work with portfolio companies to establish annual, detailed budgets and financial forecasts to be approved by the boards the portfolio companies and senior management of the fund

Audit Management

- Maintain complete and well-organized files on fund and portfolio companies for audit
- Maintain valuation models for fund investments to be used for audit and internal purposes
- Organize process, maintain materials for annual audit and work with auditors to complete audit

Fund Administration (in cooperation with AIM accounting department)

- Design and maintain fund financial model, including historical and projected investment performance
- Maintain the systems of accounts for the Fund’s assets, transactions and performance



- Generate fund financial statements and reports on fund performance for fund senior management and investors
- Coordinate communication with investors and distribute periodic reporting on fund to investors
- Administer capital calls from investors
- Disburse funds to and collect funds from portfolio companies
- Administer bank accounts and maintain internal financial controls
- Ensure compliance with all relevant local and foreign regulations
- Accurately maintain comprehensive records

Financial Due Diligence (in cooperation with fund investment team)

- Conduct due diligence on potential investees (in concert with Investment Officers and/or with third-party service providers)
- Financial due diligence involves reviewing the company's financial statements, checking vs. source documents and identifying any irregularities or potential risks to the fund
- Reviewing existing budgets and financial forecasts provided by the potential investee for accuracy and reliability of assumptions
- A report of the findings of financial due diligence is issued as documentation and to inform fund senior management of any issues identified

Support of Investment Analysis of New Investees (in cooperation with fund investment team)

- Participate in the evaluation of new investment opportunities on an as needed basis or as time allows
- Potential tasks include reviewing the potential investee's financial statements, working with the Investment Officer and the potential investee's management to project the company's future financial performance, assigning a value to the potential investee using established valuation methodologies
- Advising the investment team regarding financial issues regarding the potential investee, particularly complicated or unclear accounting issues
- Assist and instruct less experienced members of the staff regarding accounting and valuation knowledge

Support of New Fund-Raising Efforts (in cooperation with fund investment team)

- Provide potential investors with financial information relating to historical and projected fund performance and projections
- Provide potential investors with financial information relating to historical and projected performance of portfolio
- Answer due diligence questions from potential investors on an as-needed basis

Other

- Other tasks and responsibilities as designated by senior management of the fund
- Assist AIM Capital's affiliate, America Indochina Management, as required by senior management

Skills and Experience Preferred

- Strong knowledge of accounting principles
- Strong understanding of auditing and operations related to accounting and financial record keeping



- Understanding of methodologies to value companies
- Robust Microsoft Excel and financial modeling skills
- Comfort with and understanding of legal and regulatory environment
- Communication skills
 - Ensure that senior fund management have a clear understanding of financial reports and the performance of portfolio companies
 - Establish trusted relationships with the CFOs, finance managers and accountants at portfolio companies and potential investees
- Management experience or desire to have a management role
 - Strong project management skills
- High degree of responsibility and motivation
 - Attention to detail and insistence on accuracy
 - Always accountable for work
 - Ability to multi-task and deliver high-quality work under time-pressure
- Strong desire for organization and preparedness
- Ability to learn quickly and solve problems creatively
- Always act according to the highest levels of integrity
- Fluency in English and Vietnamese (oral and written)
- Prefer exposure to global best practices and environment through employment at a multinational or foreign-based group, work or education abroad, etc.
- Prefer experience in management positions with impressive career achievements in Finance, Accounting or Audit as Chief Financial Officer, Finance Manager, Portfolio Manager, Fund Administrator, Chief Accountant, Audit Senior or above or similar level of responsibility