ASSISTANT MANAGER – INVESTOR RELATIONS

REPORTING TO: MANAGER – STRATEGY, PLANNING, BUDGETING, ANALYSIS AND REPORTING

Job Purpose: To develop and execute the Bank's Investor Relations strategy, serve as the primary interface with shareholders, institutional investors, analysts and rating agencies, and ensure clear, accurate and timely communication of the Bank's performance, strategy and equity story in line with CMA and NSE requirements.

Key Responsibilities:

1. Investor Relations Strategy & Planning

- Develop and implement the annual Investor Relations strategy and calendar
- Shape and continuously refine the Bank's equity story and investment thesis
- Prepare the IR annual operating plan and budget
- Align IR activities with the Bank's overall strategy and capital markets objectives

2. Investor Engagement & Communication

- Serve as primary point of contact for institutional investors, analysts, fund managers and rating agencies
- Organize quarterly results briefings, investor roadshows, one-on-one meetings and conferences
- Manage the Annual General Meeting (AGM) process
- Prepare and deliver high-quality investor presentations and management speeches

3. Financial Reporting & Disclosures

- Coordinate preparation of quarterly and annual earnings releases, investor presentations and fact sheets
- Ensure accurate and timely CMA/NSE continuous disclosures and announcements Maintain and update the Investor Relations section of the Bank's website Support preparation of the Integrated Annual Report

4. Market Intelligence & Feedback

- Monitor peer performance, analyst estimates, valuation multiples and market sentiment
- Provide regular feedback to EXCO and the Board on investor perceptions and relative valuation
- Track shareholders register movements and institutional ownership trends

5. Capital Markets Support

- Support equity and debt capital raising processes (private placements, rights issues, bond issuances)
- Assist in engagement with credit rating agencies
- Contribute to development of a diversified and high-quality shareholder base

6. Stakeholder & Regulatory Management

- Ensure full compliance with CMA and NSE listing and disclosure obligations
- Coordinate responses to investor and analyst queries
- Maintain strong relationships with key capital markets stakeholders

7. Leadership & Governance

- Support the CFO/Head of Strategy in IR-related Board and EXCO reporting
- Maintain documentation standards and IR process governance
- Mentor junior staff or interns when assigned

Academic & Professional Qualifications

Bachelor's degree in;

- Finance, Audit, Accounting, Economics, Business Administration, Statistics, Mathematics, Data Science, Actuarial Science, or a related quantitative field
- Master's degree in a relevant field is an added advantage

Professional Qualifications & Certifications

- CPA(K) (desirable), ACCA, CIMA, CIFA,CAP

Experience Requirements

- Minimum 3–5 years progressive experience in Investor Relations, Equity Research, Corporate Finance, Investment Banking or a related capital markets role
- At least 2-3 years in a role involving direct interaction with institutional investors and analysts
- Prior experience in a listed company or with CMA/NSE regulatory requirements is highly desirable Banking or financial services sector experience is an advantage

Technical Competencies

- Strong understanding of financial statements and banking performance metrics (NIM, CIR, NPL, RoE, capital ratios, etc.)
- Advanced financial analysis and modelling skills
- Expert-level PowerPoint and presentation design
- Excellent Excel and data analysis capability
- Knowledge of CMA and NSE listing and continuous disclosure requirements
- Understanding of equity valuation methodologies and capital markets
- Experience with investor targeting and shareholder analysis tools
- Familiarity with credit rating processes

ALL applicants **MUST** apply online to email: **recruitment@familybank.co.ke**; closing date is **28th November 2026**.Canvassing will automatically disqualify the candidate. Only shortlisted candidates will be contacted.

"We are an equal opportunity employer"