

Job Title	Manager – Portfolio Management		
Company	Cradle Fund Sdn Bhd	Date	12 December 2023
Department	Grant	Unit	Portfolio Management
Reports to	Head of Unit – Portfolio Management, Senior Vice President - Grant		

Summary of Role

This position primarily responsible to ensure timely disbursement of funds for projects, including project enhancement/adjustment, revenue growth, and follow-on funding/investment.

Job Description & Responsibilities

- To achieve all the KPI set by the management which includes disbursement amount, disbursement turnaround time, commercialisation rate etc.
- Monitor progress of the approved companies under one's portfolio to ensure compliance with the funding agreement
- Process disbursement requests expediently and accordingly
- Ensure supporting documents are submitted and sufficient for each claim o Ensure milestone's deliverables are submitted
- Ensure funds are disbursed according to funding agreement
- Engage as an advisory role to the company
- Assess the company in cases where the entrepreneurs need help o Prepare and present change request; or o Escalate other matters to HoU
- Participate in value add engagements
- Execute other tasks as required by management
- To maintain good portfolio health
- To attend trainings and conferences for personal development
- To be involved in value add engagement
- To ensure all documentation are accessible and well maintain in a structured manner
- To collect, maintain and provide relevant data pertaining to the companies under one's portfolio

Qualifications & Experience

- Bachelor's degree in Finance/Accounts or equivalent.
- Minimum of 4 years' experience in working environment in general finance background
- Experience in grant/funding/startup is a plus.

Skills & Competencies

Core Competencies

- Honest & Integrity
- Accounting skills
- Financial planning skills
- Able to read Balance Sheet, P&L
- Project management skills
- Expert at Excel

Technical Competencies

- Research, writing & reporting skills
- Analytical & problem solving skills