

JOB DESCRIPTION

Investor Relations Officer – PAIRO01

Job Objective

Our client is one of Nigeria's largest insurance companies and foremost underwriters that provides insurance across different sectors of the economy including oil and gas, travel and health, motor and life insurance having been in existence for more than four decades and is listed on the Nigerian Stock Exchange. We are currently working to help our client fill the role of Investor Relations Officer.

The Investor Relations Officer is responsible for managing and maintaining relationships with investors and analysts by ensuring that communication is made available to stakeholders about the financial performance of the company and monitoring market developments that are relevant to the business performance in order to create a positive, consistent and trustworthy image of and for the company.

Job Title:	Investor Relations Officer
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Department:	Financial Services
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Reports to:	Chief Finance Officer
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Key Roles and Responsibilities

- Develops and maintains the company's' investor relations plan
- Performs a comprehensive competitive analysis, including financial metrics and differentiation
- Develops and monitors performance metrics for the investor relations function
- Establishes the optimum type and mix of shareholders, and creates that mix through a variety of targeting initiatives
- Monitors operational changes through ongoing contacts with company management, and develops investor relations messages based on these changes
- Provides regular fair disclosure training to all company spokespersons
- Creates presentations, press releases, and other communication materials for earnings releases, industry events, and presentations to analysts, brokers, and investors
- Oversees the production of all annual reports, SEC filings, and proxy statements
- Manages the investor relations portion of the company web site
- Monitors analyst reports and summarizes them for senior management
- Serves as the key point of contact for the investment community
- Establishes and maintains relationships with stock exchange representatives
- Provides feedback to management regarding the investment community's perception of the company
- Represents the views of the investor community to the management team in the

development of corporate strategy

- Provides feedback to the management team regarding the impact of stock repurchase programs or dividend changes on the investment community

Competencies

- Excellent communication and relationship management skills;
- Strong analytical skills;
- Strong in planning, organization and project management;
- Ability to persuasively present information;
- A high level of accuracy is required, diplomacy is equally important;
- Social media savvy;
- Flexible: able to quickly judge situations and shift activities;
- Knows and understands confidentiality, price-sensitive and disclosure regulatory requirements

Qualifications

- BA/Bsc in Finance or Accounting.
- Masters' degree in finance will be added advantage
- 7+ years of accounting/finance experience, or 5+ years' experience in managing an investor relations department.
- Relevant professional certification

Job Dimensions

- As above
- Any other tasks assigned by your Manager