

JUNIOR FINANCE & OPERATIONS OFFICER

ABOUT GAWA CAPITAL:

GAWA Capital is an impact investment firm focused on building opportunities for low-income communities via investments in social companies. With EUR 220 million managed or advised through 4 impact funds, we aim to promote socio-economic development for vulnerable communities in emerging countries whilst also providing a financial return to investors.

We believe we can make a difference through our work and make this world more just, actively contributing with opportunities for those who need it the most. We have an entrepreneurial, value-based and transparent culture. We offer a dynamic and flexible working environment within a growing organization where there is room for personal ideas and initiatives.

GAWA Capital is currently launching new funds with the goal of transforming vulnerable communities in emerging markets with an innovative blending finance structure.

For more information, please visit www.gawacapital.com

LOCATION:

Madrid

JOB DESCRIPTION:

GAWA Capital is seeking a proactive Junior Finance and Operations Officer for the Finance and Operations team to carry out the following duties:

- Support with the following **activities and operations related to the company and the managed funds**:
 - Monitor expenses; preparation of invoices; managing payments.
 - Administration of Capital Calls and Distributions to investors.
 - Investment Disbursements and Debt Servicing.
 - Managing the requests related to the external audit of the Funds and the company.
 - Review of tax declarations and other administrative requirements.
 - Provide documented evidence to Funds' Administrator and Depositary.
 - Due diligence of current and potential service providers
 - Analysis of organizational and institutional requirements (processes and procedures, implementation of new tools, software and platforms)
 - Analysis of financial statements, working with detailed financial models.
- Support in **back-office** functions and **office management**.
- Assist in the operations of **risk and compliance functions**:
 - Management of KYC/AML processes, FACTA/CRS and Compliance.
 - Internal control processes and procedures.
 - Risk management of the company and the Funds.
 - Managing and monitoring regulatory filings (CNMV, CSSF) and reporting to investors.

DESIRED QUALIFICATIONS:

- University degree in finance, business, economics, or related field.
- 1+ years of work experience in auditing or a finance-orientated or operations job position.
- Strong attention to detail, confidence, and ability to work effectively both independently and as part of a team, ability to juggle multiple tasks, respond to changing priorities and meet deadlines.
- Strong analytical and quantitative skills.
- Entrepreneurial attitude and willingness to take ownership of assigned projects and associated results.
- Demonstrated commitment to social/economic development and strong work ethics.
- Perfect fluency in both written and spoken English and Spanish.

WHAT WE CAN OFFER:

- Entrepreneurial culture, in which high responsibility is received from the beginning.
- Dynamic, growing organization where personal ideas to do things differently are highly valued.
- Contribution to significant social and environmental change with a transformative vision in emerging markets.

HOW TO APPLY: Please send an email with your **CV and motivation letter** to: jobs@gawacapital.com mentioning “Junior F&O Officer” in the subject.