



REPCO HOME FINANCE LTD

(Promoted by REPCO Bank - Govt of India Enterprises)

Corporate Office: 3rd Floor, Alexander Square,

New No: 2(Old No 34&35) Sardar Patel Road, Guindy,

Chennai - 600032

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Repco Home Finance Limited (RHFL) was established in the year 2000, a Housing Finance company (HFCs), registered with National Housing Bank and regulated by Reserve Bank of India is inviting applications for **RECRUITMENT OF MANAGER/SENIOR MANAGER FOR THE POST OF INVESTOR RELATIONS**

POST CODE: MGR/SR. MGR - INVESTOR RELATIONS - JAN 2024

Position: Manager/Senior Manager - Investor Relations

Location: Corporate Office, Chennai

Profile: To actively manage the Company's dialogue with the shareholder community (institutional and retail) in order to support a fair valuation of Repco stock.

Eligibility:

1. Age not exceeding 30 years as on 01-01-2024 (relaxation generally up to 40 years of age can be considered based on commensurate, relevant prior experience for deserving cases based on Management discretion).
2. Minimum 5 years of relevant experience (experience in Corporate Finance/Fund Raising/ Treasury and related areas) (for age not exceeding 30 years) in HFCs/ NBFCs/Banks/ Financial Institutions. For further age relaxation, commensurate additional experience would be required.

Qualification and Other Eligibility Criteria:

1. Any Graduation (10+2+3 format) from a UGC recognized university with Post-graduation in Finance/ professional qualification e.g., CA, CMA, CFA, MBA (Finance), MFC etc. Graduates from Open University will not be considered.
2. Fluency in English and working knowledge of Hindi is desirable.
3. Candidates should be proficient in MS Excel and MS PowerPoint.
4. Early joiners (within 30 days) will be given preference.
5. Candidates having pending disciplinary action against him/her at the time of applying for the position or having been punished under disciplinary proceedings in last 5 years will not be considered eligible. All appointments are subject to satisfactory reference / background verification.
6. RHFL Internal candidates are not eligible to apply.

Job Description:

- Strengthen relationships with current shareholders and other stakeholders through regular communication.
- Expand the shareholder base through the identification of new potential shareholders.
- Maintain and expand coverage of company stock by stock analysts.
- Ensure stock analysts have all relevant, publicly available information that would allow them to maintain accurate financial models on Repco.
- Leverage his or her finance background to address queries from investors and analysts in a timely manner by providing accurate and balanced information on a range of topics from financial to non-financial aspects.
- Deliver aligned messages that support and augment the Repco story.
- Regularly survey Repco shareholders and stock analysts to get a handle on their expectations about the Company's financial performance and communicate the same to senior management.
- Plan and conduct senior management non-deal roadshows, and conference participation in India and abroad to communicate the Company's growth story.
- Facilitate one-on-one meetings and other investor events for senior management.
- Organize investor conference calls after quarterly results, prepare management opening remarks and perform data analysis.
- Prepare Board and investor presentations.
- Guide senior management, when required, on various aspects, including but not limited to external messaging, providing help and guidance that can enhance management credibility externally.
- Liaise with the internal departments to answer investor questions and collect information for the IR team.
- Perform data analytics, discern trends and prepare value-additive reports to help the senior management in decision-making.
- Liaise with other financial institutions and carry out Direct Assignment transactions involving shortlisting ideal portfolio features, finalizing counterparties, finalizing deal contours, negotiating deal pricing, performing on-sight due-diligence, preparing Management approval and Board approval Notes, liaising with internal and external legal experts to protect the interest of the Company and ensuring the deal is through within the agreed timelines. Track and analyze monthly cash flows post-transaction completion.
- Liaise with asset reconstruction Companies (ARCs) and internal departments, perform detailed analysis and carry out transactions with ARCs.
- Be responsible for Financial, Planning & Analysis (FP&A). Carry out annual budgeting and planning exercises for the approval of the Board. Track item-wise deviations at the trial balance level on a monthly basis, drill down and analyze the outliers at General Ledger level and keep the management informed and suggest corrective actions.
- Liaise with rating agencies for periodic surveillance and rating upgrade.
- Continuously engage with lenders/intermediaries for fund raise through NCD/CP/any other structured products.

Other Areas:

- Should have excellent oral/written communication skills
- Good team management skill and leadership qualities are essential.
- Candidates able to demonstrate integrity and high ethical standards.
- Candidates should be a strategic thinker with strong problem-solving and influencing skills
- Should be able to prepare, interpret and explain financial statements and perform ratio analysis.
- Should be comfortable with Accounting and Finance related concepts

- Should have financial modelling experience
- Should have the ability to handle a range of complex issues/multiple projects simultaneously
- Should have the ability to effectively build and maintain relationships across all organizational level

Pay & Perquisites:

MANAGER/ SENIOR MANAGER (on roll) - Based on Current CTC + Eligible incentives.

PROBATION PERIOD: 1 year

How to Apply:

Eligible candidates are requested to apply only as per the enclosed bio-data format (along with NOC if applicable). Applications shall be sent by post/ courier/ by mail to hrd@repcohome.com.

Applications to be sent in a sealed envelope super-scribing the position applied for (or) by mail with the mail Subject - **“Application for the post of Manager/Senior Manager (Investor Relations) for Chennai - January 2024”.**

Mail shall be forwarded to hrd@repcohome.com / courier shall be sent to the address as given below and please ensure that it reaches us on or before **5.00 PM, February 3rd 2024:**

The HR Department

**Repc Home Finance Limited
3rd Floor, Alexander Square
New No. 2/Old No. 34 & 35
Sardar Patel Road, Guindy,
Chennai- 600 032**

Applications received after due date and in any other format except the prescribed bio data format or through any other mode except by post/ courier will not be considered.

The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. The shortlisted candidates shall be called for further selection process subsequently. The date & venue & mode of the same will be communicated to the shortlisted candidates individually in due course. The Company reserves the right to accept/reject any/all applications and/ or modify any of the eligibility conditions without assigning any reason or even abandon the recruitment process. The Company also reserves the right to offer suitable cadre/emoluments to candidates as per its own discretion depending on profile, past experience and performance in the selection process etc. No further communication/ correspondence in this regard after submission of application will be entertained. Bringing external influence will lead to disqualification.

For eligible candidates of Repco Group of institutions (other than RHFL employee, as they are not permitted to apply), NOC from the Competent Authority has to be obtained before applying for the above position.
