

ASSET MANAGEMENT ANALYST

TITLE: Asset Management Analyst	REPORTS TO: Senior Asset Manager
FUNCTION: Asset Management	COMPANY: Delta Property Fund
LOCATION: Bryanston	
JOB CODE:	

<u>Other reports to:</u>	<u>Direct reports:</u>
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Role Purpose

Strategically drive the Group's asset performance through market research analysis and insightful reporting on the portfolio's performance, create financial models, track asset performance and recommend strategies to the Head of Department and/or Executives. Contribute materially to the implementation, execution, and monitoring of Delta's investment strategy, as delegated by the Head of Department and Executive Committee.

Role Requirement

Essence of the role/Key Accountabilities	Key Activities / Decision Areas
Property Portfolio Structuring	<p>Disposals</p> <ul style="list-style-type: none"> ▪ Analyse existing portfolio and utilise investment strategy and metrics to identify properties for disposal ▪ Supporting the Asset Management disposal process (on specific deals allocated) from sourcing deals / receiving offers to legal transfers and handovers, including, but not limited to: <ul style="list-style-type: none"> ○ Acquisition modelling and feasibility ○ Due diligence process ○ Financing ○ Transfer & handover <p>CAPEX and Redevelopments</p> <ul style="list-style-type: none"> ▪ Provide analytical support for CAPEX projects in terms of: <ul style="list-style-type: none"> ○ Financing ○ Feasibility studies and financial modelling ▪ Analyse existing portfolio to search for value-adding CAPEX opportunities <p>Acquisitions</p> <ul style="list-style-type: none"> ▪ Provide analytical support on the acquisition targets in line with investment strategy ▪ Supporting the Asset Management acquisition process (on specific deals allocated) from sourcing deals to legal transfers and handovers, including, but not limited to: <ul style="list-style-type: none"> ○ Acquisition modelling and feasibility ○ Due diligence process ○ Financing ○ Transfer & handover

	<p>Investment Strategy</p> <ul style="list-style-type: none"> ▪ Assist in the formulation of Delta’s investment and diversification strategy through references to market trends, investor appetite and Delta’s operational niche ▪ Conduct ongoing research into general property market and listed environment trends and major happenings
Fund Forecasts	<p>Portfolio Structure Forecast</p> <ul style="list-style-type: none"> ▪ Prepare structuring forecasts (ie: Market Value and Debt forecasts) for acquisitions, projects and ad-hoc needs <p>Capital Use Reconciliation / Forecasting</p> <ul style="list-style-type: none"> ▪ Liaise with the Finance Department to prepare monthly Capital Use Reconciliations, to track the utilisation of capital funds and to monitor capital surpluses / shortfalls
Portfolio Analysis & Valuation	<p>Benchmarking & Trend Analysis</p> <ul style="list-style-type: none"> ▪ Maintaining and evolving the internal portfolio performance benchmark framework for purpose of developing annual budgets and performance monitoring. ▪ Maintaining and evolving external portfolio benchmarking frameworks (via MSCI/ SAPOA/ Rode) for purposes of developing annual budgets and performance monitoring <p>Regular Portfolio Reporting</p> <ul style="list-style-type: none"> ▪ Liaise with Property Management teams to obtain portfolio data (i.e.: tenancy schedules) to be incorporated in overall portfolio schedules for analysis ▪ Prepare all required analyses for semi-annual portfolio reports, including but not limited to: <ul style="list-style-type: none"> ○ Lease expiry profile ○ Sector segmental analysis ○ Average rentals <p>Valuation of Portfolio</p> <ul style="list-style-type: none"> ▪ Assist in the valuations process by supplying valuation data to valuers and valuing properties ▪ Report on and maintain valuations of portfolio for <ul style="list-style-type: none"> ○ Acquisitions ○ Disposals ○ Financiers, rating agencies and analysts ○ Financial reporting purposes <p>Ad-hoc Analytics</p> <ul style="list-style-type: none"> ▪ Perform ad-hoc analytics on portfolio for multiple end-users and purposes
Reporting, Corporate Governance and Administration	<p>Investment Committee and Board Reports</p> <ul style="list-style-type: none"> ▪ Contribute to the preparation of packs for the Investment Committee and Board, including <ul style="list-style-type: none"> ○ Approvals ○ Acquisitions, CAPEX projects and Disposals ○ Routine reporting, including financing report ▪ Contribute to the execution of the Investment Committee and Board’s instructions and mandates <p>General</p> <ul style="list-style-type: none"> ▪ Assist in production of administrative processes and documents, such as the disposal /acquisitions process ▪ Provide all stakeholders required information relating to all tasks and Key Focus Areas listed above

External Stakeholders	Internal Stakeholders
<ul style="list-style-type: none"> ▪ Valuers ▪ Industry Analysts ▪ Financiers ▪ Legal and corporate advisors ▪ Auditors ▪ External property managers ▪ Brokers / buyers / sellers ▪ SAPOA 	<ul style="list-style-type: none"> ▪ Executive Committee ▪ Investment Committee ▪ CEO/CFO/COO ▪ Divisional Directors ▪ Employees and teams <ul style="list-style-type: none"> ○ Asset Management ○ Operational Asset Management ○ Finance ○ Property Management
Competencies and Person Specification (Knowledge, skills and attributes)	
Interpersonal Skills / Key Attributes	Technical / Professional Expertise
<ul style="list-style-type: none"> ▪ Strong Analytical skills ▪ Interpersonal skills ▪ Excellent communicator (written and verbal/presentation skills) ▪ Proficient in a team ▪ Attention to detail ▪ Excellent numeric skills ▪ Problem solver ▪ Leadership qualities 	<p>Incumbent should be conversant with:</p> <ul style="list-style-type: none"> ▪ Immovable Asset Management guidelines ▪ IFRS and accounting standards and accounting systems ▪ REITS best practice industry norms ▪ Principles and practices of Asset Management ▪ Tools and techniques for the performance measurements of immovable assets ▪ General listed property market understanding ▪ General commercial property market understanding ▪ Up to date with the latest property and listed sector regulations ▪ Proficient in full MS Office suite, particularly MS Excel ▪ Proficiency in MDA and SQL advantageous
Qualifications	
<ul style="list-style-type: none"> ▪ Property Studies Degree & Honours/Finance Degree & Honours / CA or equivalent 	
Experience	
<ul style="list-style-type: none"> ▪ Minimum of 5 years' relevant experience in Property Management or Property Asset Management or Finance Management of Property Portfolio ▪ Solid working experience of asset disposals ▪ REIT experience would be advantageous 	
Competency Requirements	
<ul style="list-style-type: none"> ▪ Demonstrate a proven track record and ability to work in a team ▪ Proven experience in Asset Management essential 	

ORGANISATIONAL / REPORTING STRUCTURE

