



Call for expression of interest for recruitment

Portfolio Manager

The Hellenic Financial Stability Fund (“Fund”), is a Legal Entity of Private Law, established by Law 3864/2010. The Fund is headquartered in Athens and its duration is set to June 30, 2020, with the possibility of renewal following a decision by the Minister of Finance. The Fund intends to recruit a Portfolio Manager, subject to the following terms:

The executive will be selected on the basis of an assessment of qualifications and will be recruited under a private-law, fixed-term contract, renewable as per the provisions of law 3864/2010. The remuneration for the candidate will be determined according to qualifications and experience and in accordance to the fund’s remuneration policy.

The staff of the Fund has a duty of loyalty to the Fund and a duty of strict confidentiality according to the provisions of Law 3864/2010, as in force. The staff of the Fund may not be employed by credit institutions under the supervision of the Bank of Greece or entities within the same group of said institutions for a period of three (3) months from the time of their leaving the HFSF or upon the expiration of the Fund’s term.

Main responsibilities:

The Portfolio Manager will report to the Head of Portfolio Management of the fund, while s/he will be having direct interaction with all divisions of the fund and the Executive Board. The role will be expected to maintain the day to day relationship with the portfolio bank he is assigned to, and will be appointed as an observer to the Board of Directors and Board Committees of the bank s/he is assigned to oversee. His role includes :

- Monitor and assess all key decisions to be taken at the bank’s board of directors; identify items of importance to the HFSF and escalate them to HFSF management
- Review all key decisions in depth and collaborate with HFSF directors and officers to support HFSF management by formulating positions and facilitating approvals
- Support the HFSF’s representative to the bank’s Board of Directors, by providing briefings relevant to board meetings and highlighting key issues to be addressed
- Act as observer in the bank’s Board of Directors and all BoD Committees (i.e. Risk, Audit, Remuneration, Corporate Governance & Nominations, Strategy).
- Serve as the primary liaison for day-to-day interactions with the bank’s management (including C-level executives)
- Coordinate internal and external resources for all matters pertaining to the bank’s oversight, performance monitoring and key actions
- Monitor the bank’s performance vs. its restructuring plan, business plan and budget
- Monitor compliance with the relationship framework agreement, signed between the bank and the HFSF
- Prepare and submit reports to the HFSF’s management as needed
- Actively follow the bank, its financial statements, analysts’ coverage, press coverage etc. and reports accordingly to the HFSF’s management on any issues of importance.
- Participate in other projects related to the bank assigned to them.



Position requirements and qualifications:

- Minimum 10 years of previous experience in senior positions in Commercial banking, Investment Banking or Strategy Consulting/Advisory services.
- Proven expertise in the areas of Strategy, Corporate Finance, M&A or Management of portfolio companies. Strong understanding of a breadth of financial issues, including performance management, investment transactions, balance sheet management, Capital Management, regulatory issues and corporate governance.
- Relationship skills, able to maintain relationships at C-level as well as negotiate to resolve issues on a day-to-day basis.
- Substantial project management skills, including coordination of project teams with multiple stakeholders (e.g. Strategic PMO roles).



- Independent self-starter, able to complete projects with little or no supervision, taking accountability for results.
- Advanced communication skills, able to impart complex information clearly and concisely, focusing attention on the most important issues.
- Bachelor's and post-graduate degree in Business Administration, Accounting, Finance or other relevant subject.
- Excellent command of the English language, including financial terminology.

Interested parties are requested to send a detailed curriculum vitae (CV) to the e-mail address below by XXXX, together with a cover letter describing their motivation and fit for the job. Applications must be sent electronically to the e-mail: hr@hfsf.gr under the heading "Hellenic Financial Stability Fund - PM". All requests will be assessed under strict confidentiality.

