

Job Description

1. JOB DETAILS:	
Title:	Investor Relation Manager
Reports to:	CFO
Area:	First Mills Company Headquarter - Jeddah
Job Family:	Financial Sector
Job Family Level:	3
Prepared / Revised on:	June 2022

2. JOB PURPOSE:
The Head of Investor Relations is responsible for ensuring the company is appropriately and strategically positioned with analysts, investors, and all stakeholders. The holder of this job reports directly to the CFO and is responsible for creating the appropriate strategy, framework, and tactics, as well as for providing a very compelling investor relations roadmap. The position requires excellent communication and interpersonal skills. It also requires the ability to carefully manage relationships outside the company in the equity research and investor community.

3. JOB DIMENSIONS:		
A number of Staff Supervised:	Direct Reports:	
	Total:	

4. KEY ACCOUNTABILITIES:	
Description	Performance Indicators
Develop investor confidence and belief in the company's vision and strategy for delivering shareholder value.	<ul style="list-style-type: none"> Ensure proper delivery about the company's vision and strategy Stakeholder satisfaction
Develop a robust investor relations strategy, framework, and plan.	<ul style="list-style-type: none"> The IR strategy is aligned with the functional strategy and is documented, approved, in place, communicated, and implemented
Comprehensive and competitive analysis of different financial models/financial tools/metrics, etc.	<ul style="list-style-type: none"> All IR analyses are prepared timely and accurately and meet company policies and requirements
Serving as the primary point of contact for the investment community.	<ul style="list-style-type: none"> Timely availability of IR in terms of contacting with the investment community

Identify the different classes of shareholders and present them according to their requirements.	<ul style="list-style-type: none"> Ability to determine stakeholders' classification and requirements related to IR
Provide insights on market activity and present them to the leadership team.	<ul style="list-style-type: none"> Frequency of feedback reporting Excellence presentation skills
Create and manage a strong reputation by demonstrating consistent and clear communication between internal and external parties.	<ul style="list-style-type: none"> Illustrates positive behaviours and attitude Strong Communication skills (written and verbal)
Manage equity research and investor relationships.	<ul style="list-style-type: none"> Internal and External relationships are properly maintained and meet all IR obligations
Analyse and present financial trends, competitor behaviour, shareholder issues, and anything else that could affect the business.	<ul style="list-style-type: none"> All IR reports are prepared timely and accurately and meet company policies and requirements
Responsible for overseeing and managing quarterly earnings and conference calls.	<ul style="list-style-type: none"> Proper communication skills Skills of analyzing and presenting financial statements
Work with legal counsel to ensure compliance on regulatory matters.	<ul style="list-style-type: none"> Compliance with all legal regulations
Help prepare the company annual report.	<ul style="list-style-type: none"> Ability to participate in the company's Annual reports are prepared timely and accurately

5. APPLICATION OF GUIDELINES & DECISION MAKING AUTHORITY

Guidelines:

- The Investor Relation Manager reports to the Chief Financial officer and is directly responsible for the main communication between the investors and the management related to the investment area.
- The Investor Relation Manager would be operating within defined policies.
- The jobholder is expected to ensure proper communication between the investors, FMC management, and the related external financial entities.

Decision Making:

- Key decisions having a significant impact on the Financial Affairs function are referred to the Chief Financial officer for approval before execution
- The jobholder exercises financial authority as per the level established as per FMC Policy

6. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications: Bachelor's degree in Finance, Accounting, Communications, Economics, or related fields. A Master's degree (such as an M.B.A.) is preferred.

Minimum Experience: 4 or more years of experience dealing with investors and a strong track record of creating positive relations with the investor community and Equity Research Analysts.

7. COMPETENCIES:

Behavioural	1-5	Technical	1-5
- Achieving results	5	- Governance	5
- Understanding the organization	5	- Policies, Procedures, and Work methods	5
- Creating cooperation	5	- Planning and Organising	5
- Problem solving	5	- Costing & Budgeting	5
- Speak and communicate fluently	5	- preparing financial reports	4
- Leading teams	5	- financial awareness	5

8. APPROVALS:

_____ Signature	_____ Date
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