

Job Description

Overview of Emerging Markets Consulting (EMC)

EMC is a consulting and investment advisory firm that brings international best practices to private and development sectors in Southeast Asia. We offer our clients and partners an unparalleled combination of international expertise and extensive local knowledge.

Overview of Corporate and SME Advisory Department

The **Corporate and SME Advisory** team is key client-driven and undertakes a diverse range of engagements as a trusted business advisor to champion solution ideation and development, leading finance transformation, modelling and analytics efforts, bridging access to capital, and other business advisory services. Our key clients include conglomerates and SMEs seeking strategic, operational, financial, digital business transformation solutions to support their growth.

Job Vacancy

Position	Portfolio Manager, Strategic Partner Portfolios
Department	Corporate and SME Advisory
Report To	Senior Portfolio Manager
Location	Phnom Penh
Type of Employment	Full-time

Duties and Responsibilities

- Lead assigned client portfolios consisting of multiple portfolio companies and ensure successful end-to-end implementation and delivery of agreed consulting services and initiatives
- Lead portfolio client relationship management and build communication with assigned key client portfolio stakeholders to ensure effective communication and strong collaboration to build portfolio client trust and satisfaction
- Develop deep understanding of assigned portfolio clients, their businesses, and growth strategies to generate and secure leads for onboarding of future projects
- Lead project management and delivery of client projects/initiatives in assigned portfolio including but not limited to project scoping and workplan development, developing project methodology/approach, team resource allocation, and project timeline management to ensure high quality service delivery
- Be fully accountable for high-quality and on-time deliverables for portfolio client projects including approach to build high-quality analyses and actionable recommendations i.e., compelling storyboard, applications of consulting frameworks, and direct timely and zero-defect analysis for entire project
- Provide ongoing guidance and expertise to project team in performing financial planning, analyses, forecasting, and valuation using financial modelling best practices

- to contribute to delivery of business plans, budget plans, financial and strategic feasibility assessments, investment engagements and operational improvement
- Contribute to organization, planning, and implementation of unit strategic initiatives in close collaboration with Senior Portfolio Manager and teams across units and departments, to ensure portfolio management unit achieves set performance objectives and KPIs
 - Contribute to breaking down silos and organization barriers to build effective communication across departments and units to gather and share insights and work to identify and support growth opportunities across EMC
 - Embrace and champion organization’s vision, mission, core beliefs and values, team diversity, culture, and thoughts to create exceptional high-growth environment that fosters talent retention, cross-collaboration, and leadership development
 - Contribute to organizational improvement of the consulting business (human resources, operations, and strategy)
 - Steward and build EMC’s brand and reputation and work to maintain the highest standards of quality and ethical conduct
 - Perform other professional duties as assigned

Profile and Qualifications	
Minimum Education	<ul style="list-style-type: none"> • Excellent academic and extracurricular record in a top-tier university in accounting, finance, economics, and/or business management; An MBA or related postgraduate degree or qualification is an advantage
Professional Experience	<ul style="list-style-type: none"> • At least 3 to 5 years of experience in a leading management consulting/financial consulting/investment/venture capital or relevant professional portfolio management firm • Experience and strong interest in finance and strategy – particularly in SME advisory • Experience and strong interest in working in a highly agile environment • Experience as an account manager is an advantage • Experience working in multicultural teams is an advantage
Knowledge	<ul style="list-style-type: none"> • Strong knowledge and understanding of financial data analytics, analysis and modelling techniques, and financial statements • Strong knowledge of project research and analysis, qualitative and quantitative research • Strong practical knowledge in using the Microsoft Suite particularly in Excel and PowerPoint • Knowledge of designing business models and business plans is an advantage • Knowledge of business process improvement is an advantage
Skills and Abilities	<ul style="list-style-type: none"> • Strong stakeholder relationship management skills

	<ul style="list-style-type: none"> • Strong organizational and project management skills, with exceptional attention to detail – including managing and prioritizing simultaneous projects and initiatives • Ability and willingness to build relationships directly with internal and external stakeholders and collaborate on client service delivery • Exceptional analytical and critical-thinking skills with the ability to solve complex problems/objectives and communicate findings and/or structure them into measurable tasks and deliverables • Strong interpersonal and communication skills, both oral and written • Experience in managing a small team; Including coaching, mentoring, supervising – including team development and upskilling • Commitment in consistently delivering high-quality performance in all aspects of work
Other Requirements	<ul style="list-style-type: none"> • Willingness to travel when necessary • Ability to speak and write in fluent business English and Khmer is an advantage

Applications

EMC is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all religious and ethnic backgrounds, including people with disabilities, to apply.

If you are interested in pursuing a career with international growth opportunities, please submit a CV and cover letter to recruiting@emc-consulting.asia, with “**Portfolio Manager, Strategic Partner Portfolios**” in the subject line. Only shortlisted candidates will be contacted. For further information, please visit our [EMC Facebook feed](#); [EMC LinkedIn](#) and [visit our website](#).