

**Job title:** Assistant Investment Executive

**Salary band:** F

**Reporting to:** Senior Investment Executive

**Job Purpose:**

The Assistant Investment Executive will build close working relationships internally and with external business introducers and service providers in order to generate new investment opportunities to the team, as well as assessing the credit risk of lending proposals with a view to taking these forward to completion.

The Assistant Investment Executive will work alongside the Senior Investment Executive and Investment Executive to develop his/her skills and knowledge and to support them in achieving team objectives. A comprehensive knowledge of our products and the market will be expected to be built over time, as well as a new introducer base for deal flow into the team.

We would expect the Assistant Investment Executive to develop into a full Investment Executive in a maximum of 3 years.

**Main Duties and responsibilities:**

- Contribute to the Investment Team’s targets, playing a key role in delivering timely and excellent customer service.
- Help identify suitable investment opportunities.
- Maintain and develop technical and industry specific knowledge to ensure best practice and compliance in investment activity.
- Assess applications for funding and prepare credit reports as deemed appropriate by the Senior Investment Executive(s).
- Appraise investment proposals as deemed appropriate by the Senior Investment Executive(s).
- Work with the Senior Investment Executive(s) and the Investment Executive(s) to assist in the assessment and completion of due diligence and assess risks attendant with aspects of each investment. This will include conducting thorough and robust management, financial and commercial due diligence when considering investment opportunities and assess the risks of each investment.
- Fully understand and be involved in the negotiation of terms and conditions relating to legal documentation for the making of investments. Contribute to the Investment Team’s Targets.
- Understand and assess underlying cashflow assumptions and comment on the risks associated with these and suggest and conduct appropriate sensitivity analysis.
- Help in the creation of covenants and the setting of limits. Liaise closely with portfolio teams as appropriate.
- Liaise closely with the portfolio team post-investment and support as required to maintain the relationship with the investee company.

- Take responsibility for the completion of deals as deemed appropriate, ensuring that customer service standards are achieved whilst acting commercially supporting the customer through difficult situations, ensuring timely feedback to appropriate parties and signing off all Conditions Precedent have been met;
- Liaise with the teams within the wider organisation, dealing with, and taking responsibility for legal/security aspects.
- Participate and, where appropriate, represent the organisation at meetings, seminars and events.
- Contribute to the marketing/promotion of the organisation.
- Contribute to the operation of the organisation as a professional fund management business.
- Any other task as may be defined by the Fund Director, Fund Manager, Senior Investment Executive(s) or Investment Executive(s) to meet the operational needs of the department, ensuring that at all times the trust and confidence of the organisation's funders is retained.

### **Knowledge, Skills Abilities and Experience**

#### **Essential**

- Self-motivated and results focussed with the ability to take a proactive approach and work efficiently and independently, or as part of a team.
- Comfortable in dealing with time critical client sensitive work.
- Strong team player.
- Strong communication, influencing and interpersonal skills.
- Confident in own decision making.
- The ability to prioritise and organise work under pressure and meet targets. Drive and determination to complete work to a consistently high standard.
- Attention to detail.
- Understanding of financial information and analysis.
- Ability to assess investment proposals and conduct due diligence.
- Excellent report writing skills.
- Accountancy or banking qualifications.

#### **Desirable**

- Knowledge and understanding of the role of the public sector in SME finance
- Understanding of the regional business environment
- Previous venture capital, leveraged finance, corporate finance or accountancy experience within the SME market / experience of investing/lending money to SMEs;

#### **Other requirements**

- Driving Licence
- IT literate to include the use of Microsoft Office applications such as Word, Excel and Power Point