

INVESTMENT MANAGER/ ANALYST

Creative England and the Creative Industries Federation joined forces in 2020 and are now part of the Creative UK group. We are the network for the Creative Industries, and we know that connection changes everything. Our overarching mission is to leverage the economic, social and cultural value of the UK's creative economy to build prosperity and bring communities together. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills.

This is a unique opportunity to join a small fast paced Investment team. We are looking for an analytical and data driven Investment Manager. You will be operating at the very heart of our investment programme. [The Creative Growth Finance Debt Fund](#), in partnership with Triodos Bank UK, is a £24 million fund providing vital scale up finance to the UK's most promising creative businesses.

This role will be pivotal to examining and interpreting data to support decisions about investments, ensuring our portfolio is well managed and that potential investment opportunities are highlighted.

All of our Investment Managers are client facing, meaning you will actively engage with investee companies and a wide range of partners, sponsors and organisations from private sector businesses, investors and fund managers. Your goal will be to drive a wide business investment portfolio, specialising in analysing and advising on proposals. Your added value will enable the success and growth of our investee companies, and shape your own journey as an Investment Manager.

The ideal candidate will have some previous relevant experience working with and analysing financial documentation. We are looking for appetite, self-confidence and potential rather than years served or investment manager experience. Although you must be determined, data driven and have the ability to build relationships. You should hold a strong work ethic and not shy away from rolling your sleeves up to do the work necessary in building a truly unique and successful investment programme.

LOCATION*: Offices in Bristol, Manchester or London but can be fully flexible across UK

CONTRACT: Fully flexible part-time or full-time, min 2.5 days, min 1-year term

FEE: £35k FTE salary

TO APPLY: Email jobs@creativeengland.co.uk by 22nd March 2021 midday. First interviews will take place by VC w/c 29th March 2021.

**location flexible for the right candidate subject to regular monthly attendance to Bristol office*

KEY DUTIES & ACCOUNTABILITIES

- **Network**, research and develop relationships within the creative, investment and professional services ecosystem in order to find the best investment prospects.
- **Analyse** financial information relating to applicants e.g. company results, P&L, balance sheet and cash flow statements to determine how an organisation is positioned to deliver for investors
- **Evaluate** information and data to filter deal opportunities using detailed due diligence process
- **Craft**, prepare and present investment opportunities to the Credit Committee
- **Work in Partnership** with legal and finance to complete contracting and payments
- **Grow** businesses by way of supporting the founders of our portfolio companies, whilst ensuring our interests are protected
- **Execute** on recoupment through contributing to return on investment strategies.

- **Build** new funds, partnerships and opportunities via providing wider support to the team where required
- **Governance and Compliance** - Ensure all statutory requirements are met in relation to compliance, reporting and GDPR

REQUIREMENTS

To be seriously considered for this role, please have the following in regard to:

EXPERIENCE

- Experience of working with and analysing finance document including Balance sheet, Profit & Loss Statements and Financial Forecasts
- Experience of building and managing relationships
- Some knowledge or experience in developing investment programmes for SMEs (including assessment and decision processes, and monitoring)
- Knowledge and experience of small and medium size businesses, ideally in creative sector*

SKILLS

- Strong analytical skills and data-driven thinking; the ability to identify and translate risks and opportunities from investment proposals
- Strong communication and relationship building skills
- Fully proficient in the use of Microsoft Office applications: Word, PowerPoint and Excel

CHARACTERISTICS

- Passionate about the creative sector, striving for business and industry growth
- A proactive self-starter, taking accountability for your personal development and the ability to work using your own initiative
- Comfortable working in a small fast paced team with ability to manage multiple workstreams
**desirable*

BENEFITS:

We ask a lot of our employees, which is why we look after you in return. For more information on our people perks get in touch.....Here are a few tasters!

Flexibility: Feel free to skip the commute and hit your deadlines from home, occasional Bristol trips will be required

Location: On the days you may be in the office, get here quickly thanks to our accessible office locations in Bristol, Manchester or London with access our Cycle2Work scheme.

Holidays: 25 days annual leave (FTE) + bank holidays + Summer Fridays (3pm finish July-August)

Dress: Bring your whole self to work, be comfortable, be you!

For more information please visit www.creativeengland.co.uk