

Job Description

Job title	Senior Investment Manager		
Team	Enterprise Capital Funds ("ECF")		
Department	Funds		
Division	Investment		
Band	G	Post ID	<i>Enter if known</i>
Reporting to	Associate Director or Senior Director		
Management responsibility	No	Job Family	<i>HR use only</i>

Purpose of the job

The focus of this role will be working on programmes and initiatives under the team's management, including the ECF and those announced as part of the recent Spending Review, such as the Investor Pathways Capital initiative. There may also be wider support on activities across the broader Investment Business, as required.

The ECF's principal point of contact with prospective fund managers whilst they are assessed within the ECF investment process and if successful throughout onboarding and portfolio management. This will be achieved by executing the main duties described below.

Main duties

The key aspects of the role will involve:

- Leading the critical appraisal of new fund investment proposals including in-depth analysis of team dynamics and suitability, track record, proposed investment strategy, financial terms and structure presented and sources of private capital.
- Being accountable for managing investment proposals for new fund investments through internal investment processes, e.g. reviewing investment papers and feedback, leading in calls and pitch meetings with prospective fund managers, overseeing due diligence activities on allocated deals and presenting proposals to Investment Committee.
- Lead the review of the investment legal documentation and negotiations with fund managers as required, to ensure consistency with the commercial terms agreed whilst liaising with internal teams and, specialist legal advisors.
- Managing a portfolio of venture fund investments as Relationship Lead, including activities such as attending advisory board meetings, communicating issues with stakeholders, dealing with matters arising (e.g. Investor Consents) and owning respective quarterly reporting requirements for allocated portfolio.
- Representing the team at wider stakeholder and ecosystem events and supporting deal flow generation efforts.

Knowledge and experience

Essential:

- Significant experience of working in a financial services role (fund management, investment banking, consulting, corporate finance, commercial lending or investment environment).
- An excellent commercial understanding of fund of fund investing and/or small business finances
- The role requires that the candidate should also have specific experience related to, or extensive knowledge, of the following:
 - experience and commercial understanding of business transactions
 - able to evidence excellent project/transaction management skills and
 - have exceptional relationship management skills to a senior level
 - ability to review and understand financial and investment analysis
 - lead on due diligence of proposals

Desirable:

- Specific experience related to, or knowledge of the following:

- Venture Capital/Equity Investment
- Fund Management
- experience negotiating legal points and agreements

Internal and external stakeholders

The Investment Business has a variety of stakeholders and the expectation is the successful candidate would be able to represent the team in liaising with these on various matters.

Internal: Risk, Finance, Legal, Operations, Strategy and Economics.

External: Fund Managers, External LPs, wider ecosystem stakeholders, External service agents, and relevant Government entities

Key competencies/behaviours

The ability to:

- Build and maintain excellent relationships with various stakeholders.
- Work collaboratively and flexibly as part of a team to achieve measurable results.
- Communicate effectively, both verbally and in writing .
- Demonstrate excellent organisational skills and prioritise deadlines.
- Show a key attention to detail and accuracy in work supervision.
- Guide more junior colleagues and progress their knowledge based on own experience.

Demonstrate the following behaviours:

- Positive attitude and willingness to learn and take on feedback
- Highly professional individual with a deep sense of integrity
- Proactiveness in taking on new tasks and projects also outside the immediate scope of work
- Act as a role model to other team members and demonstrates best practice.

Qualifications

Essential

- A graduate with a degree in an Analytical discipline (e.g. Economics, Accounting, Law, Engineering or Science), or experience of start-up business finance, or an Entrepreneurial background.

Desirable

- Investment related qualifications (e.g. IMC, CFA etc.)
- Professional legal or accounting qualifications

Is this a regulated role?

No