

INVESTMENT MANAGER, NORTH EAST

[Creative UK](#) is the national membership body for the Cultural and Creative Industries. We exist to champion creativity in its widest form - representing world-leading organisations from sectors as diverse as advertising, animation, architecture, broadcasting, crafts, design, digital, education, fashion, games, heritage, museums, music, performing arts, photography, publishing, theatre, TV, visual art and more.

Our vision is a world where creativity is valued and recognised as the driving force for our future. We're so passionate about this that we put our money where our mouth is: through our own landmark investment funds, we've directly invested millions of pounds into creative businesses over the last decade.

Within the Investment Department, we manage several funds across equity, debt, EIS, start-up loans and grants. We are looking to add an investment manager to the team, to operate at the heart of our investment activities, providing vital scale up finance to the UK's most promising creative business.

We are a close-knit team of doers, and we nurture and promote our team culture. Ours is a very non-hierarchical, egoless environment, where we take strong initiative and ownership over the work we do independently and together. We are looking for someone determined, driven by adding value to a team via constructive inputs, yet also willing to listen and learn from a team where everyone brings a unique skillset and perspective. You will benefit from the support of an experienced and hard-working team collaborating day to day enabling you to become a valued and high performing member of the team.

From day one, you will be involved and expected to contribute to all the phases of managing investments, ideally taking the lead independently in a short timeframe.

The ideal candidate will have some experience in investment management, and familiar with finance/accounting, making them capable of critically assessing financial accounts, and intimately familiar with financial modelling. A genuine interest in early-stage investing and the creative industries is greatly valued.

This is a unique opportunity for an early career investment professional to become part of an experienced high performing team operating at the heart of investing in UK creative talent and partnering with our regional programme team in the North East.

LOCATION: Edinburgh or North East (flexible hybrid working offered).

CONTRACT: Negotiable. Full time employment preferred. Part-Time (min 3 days per week) available for the right candidate.

STARTING SALARY: £40,000 FTE pa + benefits

TO APPLY: Email your CV and cover letter (stating full/part-time hours desired), and/or a max 5-minute video link* to jobs@wearecreative.uk. Please also complete our anonymous diversity and inclusion [survey](#). Rolling interviews will take place by video conference.

** Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request*

KEY AREAS OF RESPONSIBILITY

ORIGINATION & DEPLOYMENT

- Find and champion suitable investment opportunities from own network
- Qualify investment leads from marketing and other origination channels
- Progress full due-diligence on investment propositions
- Present investment propositions to Credit Committee for approval
- Execute deals (negotiation, legal, completion)
- Manage follow on investments in portfolio companies where appropriate

OPERATIONS

- Support fund operations and best practice
- Collaborate with regional Creative UK teams, working with partners and stakeholders to drive and report on regional investment activity
- Support marketing and PR initiatives

PERSON SPECIFICATION

- Early career experience in investment management
- Finance/ accountancy modelling knowledge
- IT literate
- Strong verbal and written communication skills
- Ability to build working relationships with stakeholder at all levels
- Initiative and a willingness to learn and develop, with a flexible approach to the role
- Highly organised, self-motivated and efficient, with the personal drive to complete multiple tasks to required timescales and standards
- Strong attention to detail and the ability to report accurate
- Good interpersonal skills, a strong team player and have an ability to be a proactive

OUR CULTURE

All our employees will be expected to demonstrate behaviours associated with our company values. Our values drive the way we work; **how** we do things is just as important as **what** we do.

- ✓ We join the dots; collaboration is in our DNA
- ✓ We support and empower; we are here to make a difference
- ✓ We are curious, open & honest
- ✓ We celebrate difference & value equality of opportunity

THE PACKAGE

- Flexible/ hybrid, working options
- Pension enrolment 5% employer contribution from 3 months service
- Mediacash from 3 months service
- Cycle 2 Work scheme, in partnership with Halfords
- Benefits hub, discounts across a broad range of partners
- Employee Assistance Programme, BUPA
- Mental Health Day, a paid day off work per annum to focus on activities which help you to alleviate stress
- Summer Fridays, finish at 3pm every Friday throughout July & August
- Your birthday off as paid leave, extra days off over the annual festive period
- Paid volunteer day per year to give something back to the community
- BUPA medical insurance & Life Assurance (1 year service)

We value difference and celebrate the creativity that it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, talents, and physical and cognitive differences.