

INVESTMENT ANALYST

Creative UK is the independent network for the UK Creative Industries – we champion, connect, support and invest in creative people and businesses. Our goal is simple: to cultivate a world where creativity is championed, valued, and nurtured.

Within the Investment Department, we run a number of investment funds across equity and debt. We are looking to add an Investment Analyst to the team, to operate and support at the heart of our investment activities, providing vital scale-up finance to the UK's most promising creative businesses.

This is a unique opportunity to join a small fast paced Investment team. We are looking for analytical, data driven individuals, with strong attention to detail and the ability to manage and prioritise workload. This role will be pivotal to supporting the investment management process across industry research, qualification of leads, due diligence, and fund operations.

Our investment team is client facing. This role will provide opportunities to liaise externally with creative sector companies that would be leads or applicants for our investment funds. You will also have the opportunity to engage with industry partners and investors. Equally, you will build relationships internally within and beyond the Creative UK Investment team, and with our independent Investment Committee. Your goal will be to support an efficient and accurate investment management process. Your added value will enable the growth of our internal processes and procedures, and gaining a strong understanding of our fund mandate, to shape your own journey within the team, likely towards building a skillset to matriculate to Investment Manager.

The ideal candidate will have some previous relevant experience working with and analysing financial information. We are looking for appetite, self-confidence and potential rather than years served. Although you must be determined, numerically literate 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: Flexible hybrid working preferably within close proximity to our London/Bristol/Manchester offices

CONTRACT: initial 1 year fixed term with scope to become permanent

SALARY: £35k FTE salary + benefits

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk by 3rd October midday. Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place either by video conference or in person W/C 13th October. Immediate appointment preferred.

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

KEY DUTIES & ACCOUNTABILITIES

- **Qualify** leads and expressions of interest by carrying out initial checks and speaking with prospective clients
- **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
- Carry out background and Know-your-customer checks on investment applicants
- **Support preparation of proposals** for Credit Committee, led by Investment Managers
- **Work in Partnership** with legal and finance to complete contracting and payments
- **Systems** – maintain and strengthen investment team systems and process

- **Committee coordination and support** – coordinate credit committee meetings and take minutes
- **Governance and Compliance** - Ensure all statutory and fund policy requirements are met in relation to compliance, reporting and GDPR

Essential Experience, Knowledge and Skills:

- Experience of working with and analysing finance document including Balance sheet, Profit & Loss Statements and Financial Forecasts
- 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
- A proactive self-starter, taking accountability for your personal development and the ability to work using your own initiative
- Strong attention to detail
- Comfortable working in a small fast paced team with ability to manage multiple workstreams

Desirable Experience, Knowledge and Skills:

- Passionate about the creative sector, striving for business and industry growth
- Knowledge and experience of small and medium size businesses, ideally in creative sector

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

- 35 hour working week FTE
- Flexible/ hybrid, condensed working options
- Pension enrolment 5% employer contribution from 3 months service
- Cycle 2 Work scheme, in partnership with Halfords
- Tailored benefits from 1 years service
- 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

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.