

INVESTMENT MANAGER

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

The ideal candidate will have some financial/accountancy training under their belt and be able to demonstrate solid financial acumen when critically assessing business management accounts and carrying out financial modelling. Experience in investment management and early-stage investing would be advantageous. A genuine passion for the creative industries is essential and as a result, this is a perfect role for someone looking for that rare opportunity to marry up their business and financial skillset within the creative sector.

We are a close-knit team of doers and we nurture and promote our hard-working yet family-friendly team culture. Ours is a very non-hierarchical, no-ego environment, where we take strong initiative and ownership over the work we do independently and together. We are looking for someone curious, determined, willing to listen and learn, and not be afraid to take the lead on work and processes. You will conduct a great deal of the work autonomously but will benefit from the support and guidance of an experienced and hard-supportive team who will help you become a value-added member of the team.

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: £40,000 FTE pa + bonus + 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 RESPONSIBILITIES

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
- Manage own deal flow in line with targets

OPERATIONS

- Support fund operations and best practice
- Support marketing and PR initiatives
- Intra-department collaborations

PERSON SPECIFICATION

- Demonstrable experience in investment management
- Finance/ accountancy modelling knowledge
- Highly IT literate, skilled in operating and learning new systems
- Excellent verbal and written communication skills
- Be able to build excellent 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
- Excellent time management skills and demonstrable experience in working to tight deadlines
- Strong attention to detail and the ability to report accurately
- Good interpersonal skills, a strong team player and have an ability to be 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

- 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.