



## Job Description: Investment Associate

### Role highlights

- Exciting opportunity to join a growing employee owned social enterprise focused on maximising the positive impact of sport and physical activity on individuals and communities.
- Investment Associate, based in either Leeds or London, to support our growing investment team.
- Chance to learn about impact investment and be a key part of its developing application to community organisations, charities and social enterprises that deliver sport or physical activity.
- Would suit an entrepreneurial individual who can fit in to a high performing team with diverse but complementary backgrounds, who wants to drive their career forward in an emerging field.

### About us

Sporting Assets is an employee owned enterprise specialising in grassroots sport, community activity and finance. Our mission is to drive the continued development of a resilient, relevant and impactful Community Sports Sector; we do this by providing a unique offer as both advisors to, and investors in, the community sports sector.

We work across two key areas; **Advisory** and **Fund Management** and take the learning from each to inform and develop our work in the other.

Our people are our business; we work hard to ensure that they have fulfilling careers and a good work/life balance. We encourage training to make sure our staff are equipped to do their jobs to the best of their abilities and offer flexible working and generous holidays so that staff can both meet client expectations and personal goals.

### The role

The successful candidate will play an important role in growing our **Fund Management** team. We currently manage £13m under two impact investment funds, Sporting Capital and Club Capital, focused on community sport, physical activity and facilities and are in the process of developing others.

Supporting our Fund Investment Managers you will work across the full fund management lifecycle from initial enquiries to monitoring and reporting, through:

- Helping to develop new investment opportunities from a broad range of sources.
- Undertaking initial assessment (both financial and social) of applications for investment, from initial enquiries, through the application form and supporting documents to detailed due diligence and research.
- Financial modelling – building, interpreting and manipulating financial models to test the financial viability of proposed investments.
- Supporting the preparation and presentation of investment proposals to independent investment committees.
- Supporting the negotiation of terms and conditions with investees and oversight of preparation of legal documentation.
- Overseeing the performance (financial and social) of investments.

There will also be opportunities to work on projects with our **Advisory** team providing wider insight and experience into the community sports sector. Working with the Advisory project teams you will:

- Support community sports organisations to develop and articulate their strategic vision and social mission.



- Help to develop coherent and consistent business plans.
- Undertake financial and operational modelling.
- Support the development of tools and resources for sector bodies to help them and their associated /member organisations to diversify income, become more sustainable and deliver greater impact.

## Skills and experience

You will have two to five years' experience in one or more of corporate finance, impact investment, investment banking, accountancy, venture capital, private equity, management consultancy, advisory and/or project management. What is absolutely necessary is an interest in the wider sports, charity and social enterprise sectors and finance experience.

### Personal attributes that we are looking for include:

- Enthusiastic, self-starter and strong team player. Must have the ability to work proactively, both independently and as part of a small team.
- A willingness to present ideas to peers and senior colleagues.
- Excellent communication and relationship building capabilities, and an adaptable style to enable you engage with a wide range of stakeholders from local community organisations through to national sector bodies.
- Ability to operate in a dynamic working environment, handling multiple tasks and deadlines.
- A highly committed individual with the ambition to take ownership of projects.
- A demonstrable interest in improving the sport for social impact sector, supporting social enterprises and developing the impact investment market, particularly at a community scale.

### Specific Skills and Competencies that we are looking for include:

- Understanding of business finances and the drivers behind profitability.
- Financial modelling and sensitivity analysis, and ability to interpret and produce full financial statements.
- Business planning and analysis, and a good understanding of the key business risks in small organisations.
- Well-developed analytical skills including the ability to assimilate complex information, identify and prioritise key issues and risks.
- The ability to undertake rigorous financial due diligence, assess business plans and wider market information.
- An understanding of the business advisory and capital raising arena, with experience in working with the sports sector and/or charities and social enterprises.
- Proficient writing capability and presentation skills.
- Strong IT skills, proficient in Microsoft Office especially in Excel.

We do not expect candidates to possess all of these skills, what we are looking for is someone who can creatively show how their skills and experience could be adapted to fit this profile, if/where there are gaps. Financial experience and relevant skills will be required.

We have offices in London and Leeds and are looking to recruit an Investment Associate who can join one of our locations. We have always worked flexibly, and all staff can work remotely to meet recommended guidelines. In the future, once appropriate to do so, it is expected there will be regular travel and some overnight stays as part of the project-based work.



## Compensation details

- Salary, up to £35,000 p.a. with discretionary bonus of up to 30% of base pay, plus statutory pension contribution
- 25 days flexible holiday plus 2-3 days free at Christmas (plus English bank holidays)
- Flexible and home working potential
- Opportunity to become a shareholder after 12 months with a potential dividend allowance
- Learning and continuous improvement is a critical element of the way we work. We will support you with individual development, through external training and also coaching from members of the executive team.
- Opportunity to progress rapidly in a growing business and dynamic team

## Application and Interview Process

Interested candidates should send a CV and covering letter detailing their interest in Sporting Assets and relevant experience to: [recruitment@sportingassets.co.uk](mailto:recruitment@sportingassets.co.uk)

Please include in your cover letter your preferred location, Leeds or London.

Closing date for applications Friday 29<sup>th</sup> January 2021

- 1st Round Interviews to be held w/c 8<sup>th</sup> February 2021
- 2nd Round Interviews to be held w/c 15<sup>th</sup> February 2021

All candidates are required to hold the relevant Visas/Work Permits

## A bit more about us

Sporting Assets is part of The Finance For Sustainability Group, a group of social enterprises that collectively manage over £60m of Impact Investment Funds and have advised on over 100 impact investment assignments across sport, the environment, arts and heritage, as well as creating new pieces of market infrastructure for the wider impact investment market. <https://financeforsustainability.co.uk/>

