JOB DESCRIPTION

Name: Vacant	**Role Title:** Investment Analyst
Line Manager Name: Vacant	**Line Manager Title:** Portfolio Manager, Private Markets
SMCR Role:	Conduct

Purpose

The role holder will be responsible for supporting the Private Markets Investment team in the oversight and management of existing funds and assets as well as the development and delivery of Private Market products on behalf of our Partner Funds.

As part of a collaborative team, you will have the opportunity to support and be part of a wide range of activities across our investment, risk management, fund and manager monitoring and client servicing processes, across all sectors within Private Markets.

The ideal candidate will bring curiosity, strong analytical skills and a proactive work ethic.

Key Responsibilities

- Support Portfolio Managers with fund and portfolio monitoring, particularly the oversight of our Partner Fund's non-LCIV funds
- Proactively participate in external Investment Manager meetings, writing investment memos and manager write ups and producing analysis and commentary in quarterly reporting to Partner Fund investors
- Support Portfolio Managers with portfolio investment strategy including cashflow modelling, buy/ hold/ sell analysis of the underlying funds and working with Strategic Asset Allocation (SAA) teams to understand the investment objective of the private market allocations, including Local
- Help prepare Executive Investment Committee papers and presentation materials
- Support colleagues with Partner Fund-related and ad-hoc projects and queries including the draft of power point presentations and pitch books.
- Help develop and maintain dashboards and other reports using London CIV's private markets portfolio management system, summarising performance and risk metrics and key characteristics of London CIV's private markets funds for use by internal committees and Board level sub-committees.
- Conduct quantitative and qualitative analysis in collaboration with Portfolio Managers, Analysts, and other stakeholders, including external Investment Managers and suppliers of data and analytical tools
- Build familiarity with key systems and processes used by the Public Market and responsible investment teams to enable cross functional working, back up cover where needed and consistency across teams
- Support the delivery of investment function policies, processes and procedures, and contribute to the enhancement of processes

Note: This job description is aimed to be illustrative and is not exhaustive of all the duties and responsibilities which could be contained within this position. The role holder may be asked to undertake other duties and responsibilities which are commensurate with this area of work and grade.

- Research market trends and investment managers within private markets to help develop ideas with the wider team.

Key Skills and Experience

Essential

- Relevant degree in Finance, Economics or a related field
- Experience in Financial Services and a strong interest in developing a career in private markets
- Excellent analytical and numerical skills
- Microsoft Office skills
- Strong organisational skills and attention to detail
- Clear written and verbal communication skills
- Ability to work independently as well as having excellent collaboration and interpersonal skills to drive and enable cross functional working
- Familiarity with the EFront data management tool

Desirable

- Experience in conducting investment portfolio and fund analysis across private market asset classes
- Experience in preparing reports for Committees and clients and supporting preparation of presentations.
- Experience of reviewing and negotiating legal agreements.
- Knowledge of at least one of the following sectors: property, private equity, private credit and infrastructure.

What we offer

Our values sit at the heart of everything we do. To truly foster a collaborative and supportive workplace, we offer all employees a range of benefits, including:

- From day one, you'll have on-the-job learning opportunities across a range of asset classes and exposure to leading investment managers, with plenty of hands-on experience to support your development.
- Financial support and paid study leave for relevant qualifications or professional development as part of your continuous learning journey.
- A company culture that champions innovation, continuous learning, and personal responsibility within a modern and flexible working environment.
- Employees typically work in the Southwark office a minimum of 50% per fortnight. Our Southwark office operates a hot-desk system and includes access to an on-site gym.
- A minimum of 29 days' annual leave per year, plus public holidays.
- A generous pension scheme, enhanced family-friendly policies, and a variety of insurance and wellbeing benefits.

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