

## JOB DESCRIPTION

<b>Name:</b> Vacant	<b>Role Title:</b> Real Estate Analyst
<b>Line Manager Name:</b> Vacant	<b>Line Manager Title:</b> Head of Real Estate, Private Markets
<b>SMCR Role:</b>	Conduct

### Purpose

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

Working as part of a collaborative team within Private Markets, the Real Estate Analyst will contribute to investment analysis, manager monitoring, risk oversight, reporting and client servicing. The successful candidate will bring curiosity, strong analytical skills, clear written communication and a proactive work ethic.

### Key Responsibilities

- Support the Real Estate team with fund and portfolio monitoring.
- 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 the Real Estate team 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 real estate investments for use by internal committees and Board level sub-committees.
- Conduct quantitative and qualitative analysis in collaboration with other real estate/private markets team members, 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.
- Research market trends and investment managers within private real estate to help develop ideas with the wider team.

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.

## Key Skills and Experience

### Essential

- Degree (or equivalent experience) in real estate, business, mathematics, finance, economics or a related discipline.
- Demonstrable experience (ideally at least 2 years) within the real estate investment industry
- Familiarity with real estate investment structures
- Passionate about developing a career within real estate and private markets
- Excellent analytical and numerical skills
- Proficiency in Microsoft Office (Excel, PowerPoint and Word)
- Strong organisational skills and attention to detail, with the ability to manage multiple priorities
- 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

### Desirable

- MRICS (or working towards), or other relevant professional qualification.
- Experience conducting investment portfolio and fund analysis across private real estate (including performance and risk).
- Experience preparing reports for committees and clients, and supporting the preparation of presentations.
- Experience reviewing and negotiating legal agreements and/or supporting due diligence processes.

## 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 private real estate 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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