



### **Role Profile**

Investment Assistant (Property)

### **Location**

Gloucester, GL3 4AH

### **Salary**

£27,500 per annum

### **Contract Type**

Permanent / Full-Time

Blackfinch Group is an award-winning investment specialist with a heritage dating back over 25 years. A trusted provider, we work in partnership with advisers. Our businesses offer tax-efficient solutions, early stage investing, managed portfolio services, property financing and renewable energy. As an environmental, social and governance (ESG) investor, we work for a positive impact. We're proud to be entrusted with over £500 million in assets under management and administration.



## **Purpose of Role**

Providing support to the Property Team by assisting Investment Managers and Analysts with all Property Investment related tasks. You will be a highly organised and driven team player with an eagerness to learn and progress within the business.

## **Key Accountabilities**

- Assisting Investment Analysts with commercial appraisal and modelling of new property lending deals.
- Research on new lending opportunities and property industry trends.
- Liaising with external professional advisors, such as valuation surveyors and financial brokers.
- Contributing to the creation and reporting of management information, including analysing property loan book metrics and key data trends.
- Working with other areas of the business, such as marketing, technical and legal on information requests.
- Assisting Investment Managers with cashflow forecasting and risk management meetings.
- Contributing toward process improvements and automation to produce efficiencies within the team.
- Providing administrative support including drafting meeting agendas, taking minutes and organising events.

## Skills & Experience

- Experience working in a fast paced professional services environment.
- Strong analytical skills and ability to demonstrate commercial awareness and judgement.
- An excellent team player, taking a pro-active approach to support colleagues and the success of the team.
- Excellent communication, written and interpersonal skills.
- High level organisation and prioritisation skills.
- Self-motivated and ambitious, demonstrating a drive to develop your own skills and knowledge.
- Experience in financial modelling is not required, but proficiency in Microsoft Office, specifically Microsoft Excel, is essential.

## Qualifications

### Essential

- Hold a 2:1 degree or equivalent qualification and have excellent academics.

### Desirable

- To either hold, be working towards or be prepared to work towards professional qualifications.
- Interest or experience in property development.

If you believe you have the skills and experience for this role, we'd be interested to hear from you.

Apply by sending your CV and any other supporting documents to **HR@blackfinch.co.uk**.

If you require any further information about this role, we're here to help, contact us on 01452 717070.

## Our Values

At Blackfinch we're working to make a difference in the world. We partner with advisers to meet client and business aims. Inspired by the work of Charles Darwin, we're named after one of Darwin's finches, which influenced his theories of evolution.

Our values of 'adapt', 'evolve' and 'thrive' run through everything we do. We continually adapt to changing markets, providing evolved products so that our customers can thrive. These values inform our work as an ESG investor, working towards a more sustainable future.



Offering a supportive environment, championing continuing professional development and sponsoring staff for qualifications.



One of the friendliest businesses in financial services, supporting our people, customers and investee companies.



Providing opportunities to progress plus to take up benefits, and to get involved in sponsorship and charity work

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