

## Junior Investment Associate – Kingswinford

<b>Contract:</b>	Permanent
<b>Full Time / Part Time:</b>	Full Time
<b>Hours:</b>	35 Hours Per Week Monday – Friday 9.00 – 5.00
<b>Department:</b>	Finance
<b>Location:</b>	LCP House, Pensnett Estate, Kingswinford, DY6 7NA
<b>Salary:</b>	Negotiable

### **Purpose**

The role is designed to work closely with MCore investment teams across the UK and Europe, focusing on investment appraisal and pipeline management. This means involvement from the early stages of asset review through to completion, ensuring deals progress smoothly. Although the role sits within the FP&A (Financial Planning & Analysis) team, it has significant collaboration with wider investment teams. The role combines financial analysis with operational coordination requiring strong cross-team communication and stakeholder engagement.

### **Key Responsibilities**

#### **Cashflow Forecasting, Investment Appraisal and Asset Reporting**

- Ensure accurate and detailed investment expenditure data is available to support cashflow forecasting.
- Assist FP&A and investment teams in appraising new propositions using approved financial models.
- Review and validate summary templates to ensure they are in line with Group requirements for submission to the Investment Committee.

#### **Co-ordination of Investment Pipeline**

- Assist with ensuring smooth tracking of opportunities through onboarding and activation within managed portfolios.
- Collaborate with internal asset management, property management, and finance teams to assist with the integration of new acquisitions and income initiatives seamlessly into overall operations.

- Administrate and assist with the management of the pipeline of acquisition opportunities process, from analysis to finalisation of contractual arrangements to ensure timely execution, liaising with respective country asset managers.
- Maintain the investment pipeline deal tracker ensuring information and data quality is maintained, acting as point of contact and co-ordinator for in country teams.
- Take responsibility for effective communication, engagement of the team including structured calls and meetings.
- Log potential investment opportunities, other revenue-generating services, ancillary income and commercialisation opportunities.
- Support to the FP&A team to ensure reporting from the Group's Looker platform is completed on time and accurately, alongside development of the output to ensure it continues to meet business needs.
- Assisting the Head of Marketing & PR with team projects and reporting.

### **Person Specification**

- Excellent analytical, decision-making, and problem-solving skills.
- Logical, systems driven approach to problem-solving.
- Strong verbal and written communication skills.
- Ability to build and maintain strong relationships with stakeholders.
- Ability to work in a fast-paced environment and manage multiple tasks.
- Proactive with continuous improvement mindset.
- Proficient in Microsoft packages and Excel.
- Commercial awareness with a strategic financial mind.

### **Qualifications / Training**

- Educated to degree level or equivalent.
- Training support for Professional Qualification available.