



Fund Reporting Manager

About Downing

Downing is a fast growing, entrepreneurial investment manager based in the City of London. We believe a great investment opportunity isn't just financial, it's a chance to invest in things that matter – our environment, our health, our society, our local communities and our economy. Our ability to adapt and innovate to create investment products for our customers is key to our growth and success and our core values are vital to everything we do – from the businesses we invest in to the people we hire.

Over 25,000 investors trust Downing with over £1.4 billion of their money, invested into businesses that can make a difference.

Fund Reporting Team

Downing invest across a range of sectors and products and continue to develop our offering to ensure we are at the forefront of the industry. The 11-strong Fund Reporting team of are responsible for the administration (bookkeeping, valuations, investor reports, Board meetings) of many of those products. The team work across our VCTs, EIS, ITS and listed infrastructure fund).

Job Description

You will be responsible for managing the quarterly valuation process of the unquoted portfolio (equity and debt investments in to venture capital and asset-backed investments). Working with the fund accountants to provide detailed and informative board packs to the VCT boards, writing performance reports on behalf of the investment manager, including updates on individual company and fund performance. Working closely across the investment departments to provide insight into the unquoted portfolio, in particular investment and divestment levels and overall cost and value of the unquoted portfolio.

You will work with our development capital and property teams. The development capital team invests across both debt and equity capital with a high degree of flexibility. Typical investments will focus on operating businesses that trade from freehold property, in sectors such as Healthcare, Education and Hospitality & Leisure. The property finance team focuses on providing senior debt to residential developers, with a focus on debt tickets of £1-10m but with the ability to go to £20m.





Key tasks

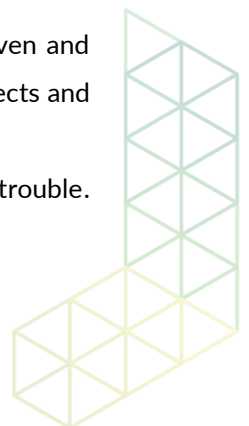
- Management of the quarterly unquoted valuation process including the review of valuation submissions from the investment team. Requiring excellent attention to detail and an ability to work well across teams, while owning the end to end process.
- Ownership of the VCT investment manager reports which support discussions in VCT board meetings.
- Developing a sound understanding of the portfolio reporting systems with the ability to recommend and implement improvements to processes, as well as work comfortably within excel.
- Integration of data visualisation tools and database systems to present information to senior management in an accessible format
- Ownership of core investment related data with an ability to turn this into useful information for different teams across the business.
- Providing support to the wider Fund Reporting team and generally supporting team objectives.

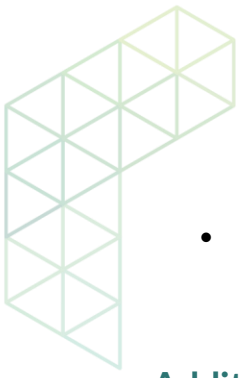
Job specific requirements

- Would suit a qualified accountant
- Exceptional attention to detail with a positive energy and mindset is a must
- Excellent interpersonal and relationship building skills and ability to explain valuation approaches articulately
- Ability to work well across teams in a collaborative environment
- Excellent self-starter who has the initiative to take things on and resolve problems themselves
- Ability to appropriately challenge valuation assumptions made by the investment team
- Very organized – multiple boards, meetings and outputs being progressed, often simultaneously
- Working knowledge of International Private Equity Valuation (IPEV) guidelines would be preferable but not required
- Private Equity or fund management experience preferable

Personal profile

- **Confident working in a dynamic environment** – you will need to fit well within a driven and exacting team, constantly challenging the norm and balancing multiple workflows, projects and colleague requests.
- **Approachable**, friendly and professional while working diligently. Nothing is too much trouble. We do our best to cultivate an open, honest, hard-working but fun culture





- **Attention to detail** – the valuation process requires an individual who can balance a high degree of attention to detail with the ability to see the bigger picture of the impact on the fund

Additional details

- Reports to Portfolio Director
- Based in the London office in Monument (subject to covid-19 guidelines)
- All candidates must be eligible to work in UK or have a working visa.

To apply please send your CV to recruitment@downing.co.uk. Make sure to include your notice period.

We try to reply to all individual applicants and will provide feedback for any candidates that reach the interview stage.

Please note, we are committed to sourcing candidates directly and as such we do not accept speculative CVs from agencies.

To understand what information we collect about you, how we will use it and for what purpose, please read our [privacy notice](#).

