



Portfolio & Operations Manager

Property Finance

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.

Role and responsibilities

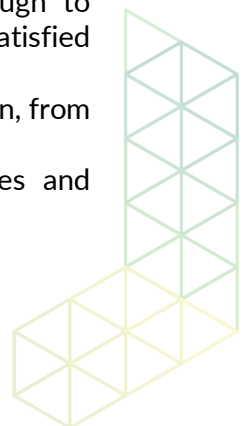
Downing's Property Finance Team focuses on providing senior debt to residential developers, with a focus on debt tickets of £1-10 million but with the ability to go to £20 million. We have recently raised an additional line of institutional capital and are looking to add a Portfolio & Operations Manager to the team who can assist in all stages of the deal process and liaising with our institutional investor. The team is small, and the right candidate won't be afraid to get involved in any aspect of the business. The role should appeal to candidates with a background in either debt funds and/or commercial/corporate banking. Residential development finance experience is preferred.

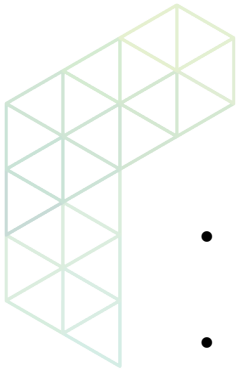
As Portfolio & Operations Manager, you will have a key role within the growing and successful Property Finance business. The team provides senior debt to property developers nationwide and expansion into other property finance sub-sectors is currently under consideration.

This is a hybrid role where you will be responsible for project managing deals from Investment Committee approval through to completion as well as managing deals on an ongoing basis and assisting with the team's Management Information and Reporting. Liaising with our institutional investor will also be a key part of the role. The ideal candidate will have spent at least 5 years in similar roles, most likely at a bank or direct lending fund.

Responsibilities include: Operational aspects of dealing with our institutional funders – this is likely to develop into a key component of the role

- Prior experience with systemising processes will be looked upon favourably
- Assist Directors and Partners on deals and other matters as required.
- Project management of new loan deals once they have been approved by the Investment Committee, with a focus on loan closings - taking them through to completion and ensuring all Conditions Precedent and Subsequent have been satisfied
- Effective management of suppliers including valuers, surveyors and solicitors.
- Act as the primary point of contact for borrowers throughout the life of the loan, from approval through to repayment.
- Liaising with borrowers on information requests, drawdown requests, sales and marketing updates, redemptions, etc
- Managing payments internally





- Ownership of all team Management Information, Credit Management Systems and Reporting, and working with other Downing departments including the Portfolio Reporting and Finance Teams
- Ensure processes allow the team to keep track of where each deal is allowing transparency within the team and wider business
- Dealing with facility amendments and extensions
- Site visits and meetings with borrowers as required
- Regular review of template documentation
- Training and mentoring of more junior team members

Key skills and experience

- Excellent attention to detail
- Excellent written and verbal communication skills
- Experience of stakeholder and project management
- A self-starter who has the desire to learn about the business and our products.
- Experience within residential property development lending space.
- Working knowledge of related legal matters and due diligence
- Strong sense of ownership and task completion/deadline-driven
- Ability to work independently and within a small team, as required
- Inquisitive approach and problem-solving mentality

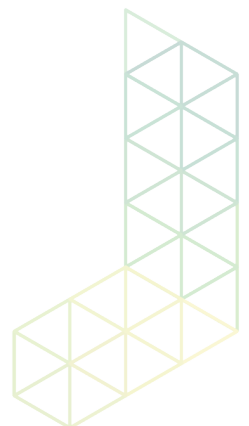
Personal profile

- **Customer-oriented** - you care about improving service to our customers and providing solutions to deliver successful, right-first-time outcomes.
- **Approachable, friendly and professional** while working diligently. Nothing is too much trouble.
- **Attention to detail** – getting things right first time
- **Assertive and focus on execution** – you make things happen.
- **Creative** – you think outside the box. Everything can be improved and we want someone who is confident putting forward new ideas.
- **Team player** – have fun! We do our best to cultivate an open, honest, hard-working but fun culture at Downing.

Pay and benefits

For the successful candidate, we will put together an attractive reward package that will include:

- Competitive salary dependent on experience and qualifications
- Discretionary bonus
- Pension scheme
- Health insurance
- Life assurance
- Income protection
- Death in service insurance
- Additional social perks





Additional details

- Reports to the Partner who is Head of Property Finance
- All candidates must be eligible to work in the UK or have a working visa.

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

