



Head of Investment Operations

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 billion of their money, invested into businesses that can make a difference.

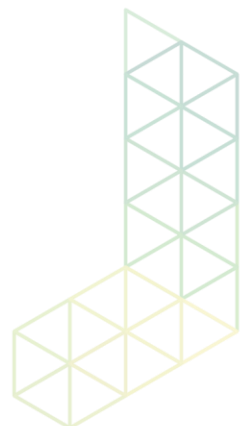
Roles and key responsibilities

This is a newly created role with the primary objective to support Downing's Head of Unquoted Investments in the smooth running of all operational matters. The successful candidate will need to be proactive, results-focused and have an abundance of energy and enthusiasm for what they do. Someone capable of designing the big picture, whilst having a good steer when driving the detail. You must have a strong sense of commitment, a willingness to learn more and a desire to work in a dynamic, deadline-driven team environment. Downing fosters an entrepreneurial culture in which individuals are encouraged to take initiative and responsibility. The right candidate will be confident in managing complex tasks but also identifying and tackling areas that require support or intervention.

The successful candidate will report directly to the Head of Unquoted Investments and operate across the 50+ investment team, develop an understanding of how Downing currently 'works' and manage a number of projects to assess and enhance investment processes and implement change across the team.

For example, one of the projects will involve thematic research on Environmental, Social and Governance Issues, producing a gap-analysis and translating this into a proposal to update our processes and policies, ensuring that Downing's investment process reflects our Responsible Investment philosophy.

We are seeking a professional with experience in Financial Services, in particular, Private Equity. Although investment experience is not a prerequisite, the ideal candidate will be able to demonstrate a great understanding of the investment process.





Key tasks

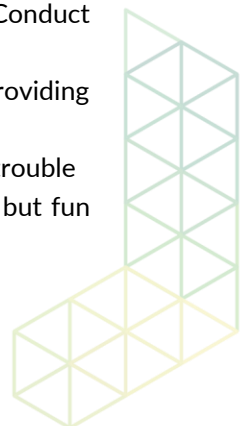
- Working closely with Downing's Head of Unquoted Investment and the investment team to develop a sound working knowledge of current business practices (including reviewing all investment processes and all associated policies).
- Translating the current business practices to co-produce a set of best practice investment processes and procedures for Downing, detailing specific systems controls and measures (setting the standard for internal governance).
- Deliver training to ensure successful rollout and adoption of all investment policies and procedures across the investment team and responsibility for ensuring adoption and audit of new processes and procedures.
- Management and responsibility for the implementation and ongoing development of a suitable CRM system and systems for deal pipeline management and workflow management.
- Managing the Investment team's relationship with Compliance, to ensure that the risk register is updated and transforming agreed plans into actions, this might include taking accountability for updating the format of Downing's investment papers, updating regulatory checks, taking ownership of capturing any required changes, annual fitness statements etc.
- Taking the lead in liaising with the Marketing team on investment related campaigns.
- Liaising with HR on relevant employment matters, including recruitment and onboarding of new staff.
- Any other tasks associated with the above.

Job specific requirements

- A tenacious and driven individual balanced with an enthusiastic, positive energy is a must.
- Financial services experience, preferably in Private Equity, but do not want to be an Investor (a good understanding of tax efficient investment such as EIS, VCT and IHT and/or legal training would be an advantage).
- Possess a mentality that is continually focused towards process improvement.
- Absolute personal and business integrity; experience of dealing with highly confidential matters and acting with absolute discretion at all times.
- Excellent interpersonal and relationship building skills and ability to present and influence senior leaders.
- Goal orientated, with strong negotiation skills necessary to achieve results.
- Immaculate attention to detail; ability to switch fluidly between the big picture and detail.

Personal profile

- **Attention to detail** – our marketing, product and investment managers and senior accountants are detail-oriented so you must be comfortable with the data you are presenting
- **Confident working in a regulated environment** – your work will be subject to Financial Conduct Authority regulations
- **Customer-oriented** - you care about improving service to internal customers and providing solutions to deliver successful, right-first-time outcomes
- **Approachable**, friendly and professional while working diligently. Nothing is too much trouble
- **Team player** – have fun! We do our best to cultivate an open, honest, hard-working but fun culture





Pay and benefits

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

- A competitive starting salary based on experience
- Discretionary bonus (typically 10%)
- Pension scheme
- Health insurance
- Life assurance
- Income protection
- Death in service insurance
- Additional social perks

Additional details

- Reports to the Head of Unquoted Investment
- Full-time working from London office, in Monument
- All candidates must be eligible to work in the 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](#).

