

Job Description: Investment Officer

Position:	Investment Officer
Reports to:	Director of Investment
Team:	Investment Team
Location:	Based remotely in the UK, or hybrid working from London office and regular travel across the UK
Remuneration:	£38,000 - £42,000 with 3% employee / 8% employer pension contribution and other benefits
Duration:	Full time, Permanent

1. Overall purpose of the role

The Investment Officer will support the Architectural Heritage Fund's (AHF) Investment Team across all of its functions, but with primary focus in two key areas: customer relationships with the existing portfolio, and the contracting of loan offers.

2. Specific Duties and Responsibilities

1. To support the Investment Team to disburse new loans, with responsibility for: liaising with clients to ensure loan conditions are satisfied; the transfer of funds; liaising with professionals, including the AHF's lawyers, and the wider AHF team and Trustees.
2. Supporting the Know Your Customer (KYC) process for all new portfolio investments in line with the AHF's regulatory requirements and Anti-Money Laundering guidelines.
3. To assist with the Investment Team quarterly monitoring and client annual review processes, including collation of KPIs for team reporting and wider AHF reporting.
4. Assist the Director of Investment to meet the reporting requirements of AHF's funders.
5. To maintain loan portfolio paperwork and processes for the Investment Team, being responsible for the accuracy of records held, updating new loans made and any amendments to the existing portfolio's loan terms and conditions.
6. To be responsible for regularly collating loan payments, made and received, and to input these onto the database and elsewhere; and the reviewing and updating of loan files.
7. To liaise with new applicants and existing portfolio clients to undertake loan due diligence, and to provide verbal and written updates and recommendations to the Director of Investment and Credit Panels, including any external partner committees for partnership funds.

8. To assist the Investment Team with the preparation of papers for Credit Panels and Board meetings and other secretariat assistance. To take plain English minutes at Credit Panel meetings for review by the Director of Investment and ensure the timely production of other reports and minutes as required.
9. To provide administrative support for the RePlan capacity building programme including liaising with Investment Team leads and appointed consultants, processing invoices, and ensuring accurate record keeping.
10. To coordinate payment of legal, consultant, and any other professional fees with the Finance Team and clients, and the updating of files and records accordingly.
11. To lead on building and maintaining the Investment Team's marketing and social media presence, alongside the AHF's Communications Officer.
12. To assist the Investment Team with any other necessary AHF business, including integrating the work of the Team across the organisation.

3. Person specification

Essential

- Able to demonstrate experience across the principal duties of this post.
- Experience of client management or customer liaison, ideally in a financial or funding capacity.
- Good interpersonal influencing, negotiating, and communication skills.
- Experience of analysing and evaluating information from a wide variety of sources and presenting it in an appropriate format to a variety of audiences.
- Numerate with effective written and oral communication.
- Excellent attention to detail and able to prioritise effectively.
- Good understanding of how Equality, Diversity and Inclusion contributes to an organisation's success.
- Good IT skills, especially use of Excel.
- Enthusiastic, self-motivated and able to work both as an individual and as a team player.
- Ability to multitask, work flexibly and willingness to learn new skills.

Desirable

- An understanding of the general principles of lending, risk and risk mitigation, and fundamental forms of security.
- Experience of administration with a financial institution such as a commercial bank or similar, or with a social investor or charity lender or funder.
- Educated to degree level or equivalent.
- Knowledge of charity lending and other social investment sectors.

- Understanding of property and associated contracts, related legal issues, and experience of liaising with legal firms.
- Experience of assessing and analysing business plans, annual reports, and accounts, cashflows and project plans.
- Experience of working within a charity or voluntary sector organisations.
- Knowledge of and enthusiasm for the UK's built heritage and how it can achieve beneficial social outcomes.

We are a charity committed to being inclusive and giving everyone an equal chance to succeed – you can read more about our EDI commitments here <https://ahfund.org.uk/about-us/commitments-edi>

Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or socio-economic background.