

Investment Portfolio Manager

Job description

January 2024

Introduction

Thank you for considering this investment portfolio manager role at Fair4All Finance. As we continue our exciting growth plans in 2024 to deliver on our ambitious goals and refreshed strategy, we're looking for an exceptional investment professional to join our growing team.

You will be joining a talented and driven team overseen by a committed and impressive board. [Our high calibre team](#) is drawn from a range of backgrounds spanning CEO, Partner and Director roles within Financial Services institutions through to leaders in impact investing and social purpose organisations. The reach and influence of our team makes this an exciting place to work and enables us to engage important stakeholders at the highest levels.

We have put together this job pack to give you some insight about us and what it is like to work here, as well as some understanding about this role and the skills and experience we are looking for. We believe this is a hugely exciting opportunity for an investment professional looking to use their skills and expertise in a way which aligns with their values. If this is you, please do get in touch!

About Fair4All Finance

Fair4All Finance is a not for profit organisation founded in 2019 to improve the financial wellbeing of people in vulnerable circumstances by increasing access to fair, affordable and appropriate financial products and services.

Our funding comes from [The Dormant Assets Scheme](#). The scheme makes it possible for money in dormant bank and building society accounts to be used to help good causes.

There are at least 17.5m people in the UK in vulnerable financial circumstances, who are poorly served or unfairly excluded from mainstream financial services. That's nearly a third of all adults in the UK.

Our vision is of a society where the long term financial wellbeing of all people is supported by a fair and accessible financial sector.

Our three strategic priorities are:

- **Expand the provision on affordable credit** so that the availability of affordable credit increases x10 and provision can be delivered sustainably at the scale required to meet customer needs
- **Partner with mainstream banks and financial services to increase provision of services** so that mainstream financial services serve customers in vulnerable circumstances, either directly or through funding other providers
- **Develop new products and services to address market gaps** so that the right products exist to meet the different needs of people in vulnerable circumstances and systems are in place to support ongoing product development for these customers

You can find more information on us and our work at www.fair4allfinance.org.uk.

Investment Portfolio Manager

Location The role-holder will be expected to spend regular time every week in the London office and at client meetings nation-wide; with flexibility on working from home at other times

Accountable to Investment Director

Terms Permanent role. Ideally a full-time role, however we are very open to applicants seeking part-time (4 days per week or more). Supportive of flexible working

Salary: £53,000 – 57,000 per annum

All applicants must have an existing Right to Work in the UK

Role purpose

This is a brilliant opportunity to join our growing team with a mission of transforming the provision of financial services for people in vulnerable circumstances. At Fair4All Finance we are making direct social investments (£38m+ to date) into community finance providers and social fintechs to support their growth and future sustainability, as a key part of our strategy to scale up the provision of affordable credit. In 2024, we expect to deploy £5-10m in grants and social investments, including through our recently-launched Community Finance Resilience Fund.

We are looking to recruit an investment portfolio manager to manage our growing portfolio of social investments and grants. We are looking for an experienced investment portfolio manager with good commercial acumen, strong written and verbal communication skills, excellent organisational skills and good attention to detail. The successful candidate will be passionate about our mission and will build excellent relationships across the team including supporting junior colleagues' career development.

This role will be a mix of portfolio management including regular social impact and financial reporting, directly managing some investments, and some due diligence on new social investments.

We are interested in hearing from candidates whose experience is social investment, investment

management, tech for good, banking sectors; or highly experienced grant managers who have direct investment experience.

The successful candidate will have the opportunity to influence our approach and processes as our social investment portfolio matures and grows - having a profoundly positive impact on financial inclusion.

Your responsibilities

In this role your focus will likely be split across some key areas of work:

Portfolio management 50%

- Directly manage a small portfolio of existing equity, debt and grant investments in CDFIs, credit unions and social fintechs - establishing and maintaining excellent, trusting client relationships, with regular monitoring of financial and social impact performance and reforecasting. This may include holding observer roles on investee boards
- Oversee the overall management of our social investment and grant portfolio including regular portfolio reporting, onboarding of our loan management system, working with our Finance team to manage capital drawdowns and portfolio income
- Responsible for quarterly and annual reporting of our social impact, financial performance and other portfolio metrics - writing clear, evidence-based and compelling reports to support our conversations with other funders and government stakeholders

Investment due diligence 30%

- Lead due diligence on potential equity, debt and grant investments into CDFIs, credit unions, social fintechs and other investment opportunities as may arise - including establishing and maintaining excellent investee relationships
- Making clear and evidenced recommendations to the investment committee
- Supporting the team in best practice due diligence and portfolio management

Other 20%

- Lead on strategically important aspects of our wider work as needed
- Manage a small team

Person specification

Essential experience and capabilities include:

- Strong investment or grant portfolio management background

- Direct experience of managing commercial investments into SMEs and/or impact investments into social enterprises. This experience may be from the private, social and/or public sector
- Good commercial acumen, strong analytical skills and excellent attention to detail
- Evidence of strong oral and written communication skills and self-assurance working alongside senior stakeholders

Desirable experience and capabilities include:

- Direct experience of making new commercial investments into SMEs and/or impact investments into social enterprises. This experience may be from the private, social and/or public sector
- Deal execution capability including evidence of negotiating investment terms and legal documents with investees and prospective funders
- Fund management experience

Personal characteristics:

- Passion for our mission to increase the financial resilience of people in vulnerable circumstances
- Able to deal with complexity and uncertainty and work under your own initiative
- Adopt innovative and creative approaches to problem solving with multiple stakeholders
- Seek continued learning and development and enjoy developing others
- Brilliant team player – takes the initiative to support colleagues and suggest solutions
- Be great at building relationships at all levels
- Enjoy innovative and experimental ways of team working; enjoys working in a small team
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Terms of employment

All applicants must have an existing Right to Work in the UK, Fair4All Finance is not a sponsorship organisation.

Fair4All Finance is committed to being a diverse organisation that is truly representative of the people and communities we serve. We are an equal opportunities employer with an inclusive environment where different experiences, expertise and perspectives are valued, where everyone is encouraged to grow and develop and all team members can contribute to their fullest potential.

Applications are welcome from people of any age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background. We are determined to ensure that all team members and applicants receive fair and equitable treatment or are not disadvantaged by any inappropriate conditions or requirements being placed on them.

When we are recruiting, we actively seek to reach a diverse pool of candidates. We are happy to consider any reasonable adjustments that potential team member may need to be successful. We recognise the importance of a good balance between work and home life, so we do everything we reasonably can to accommodate flexible working.

Applications

- Please apply through **Applied** by **Monday 12 February 2024** (closing: 12pm)
- Interviews will be held w/c 19 February and w/c 26 February
- If you would like to have an informal chat about the role before applying, please email jobs@fair4allfinance.org.uk

After the job advert closes, your answers will go through a sift process, randomising and anonymising answers to take out individual information that could add biases into hiring decisions. This enables application reviewers to review each answer objectively. People scoring the applications will not have seen your CV at this stage of the process so please try your best to answer questions with specific examples and without simply rephrasing your CV, which they will review later in the recruitment process.

Our values

Fair

We're impartial, open and rigorous in making sure our work has the right impact. We share a strong sense of fairness and we're determined to make the system work better for everyone.

Inclusive

We value diversity and difference. We also recognise the financial system has a disproportionate impact on those excluded, so we'll work doubly hard to ensure their voices and insights are reflected in our team and inform our work.

Bold

The problems we're tackling require bold solutions and we won't shy away from being radical. We're prepared to take considered risks in order to make a difference.

Compassionate

We believe in treating everyone with dignity and respect, and we work with empathy to consider the needs of everyone we interact with. We take care in communicating the hard choices we'll inevitably have to make.

Collaborative

We know we can't change the system on our own and we don't have all the answers. So we work in partnership with inspiring organisations as together we're stronger.

Our Benefits

We know that thoughtful and progressive treatment of people in their work creates mutually positive benefits. To deliver on our ground-breaking work we need to have a team that can deliver outstanding work and our benefits strategy supports this goal.

We created a benefits package that enables a culture where people thrive and to

- enable people to manage their time to maintain a healthy balance with a focus on outcomes rather than hours
- provide support for people to sustain their financial, physical, and mental health
- enable people at different life stages to support those they care for and give back to their communities

Financial security

We believe that our financial benefits offering should enhance people's financial wellbeing and resilience. We want to encourage a savings habit, provide income resilience to cover life shocks or life events such as family or caring responsibilities and retirement.

Benefit	Details
Pension	A competitive contributory pension, with employer contribution matching 2:1
Insurance policies	Life assurance, critical illness, and income protection to give you reassurance for any unforeseen ill health problems and to look after your family's financial future
Loan	Payroll savings and interest free cost spreading loans to smooth any lump payments and give financial reassurance (implementation in progress)
Family leave	Enhanced and equalised maternity, shared parental and adoption leave and enhanced paternity leave

Health and wellbeing

We want to ensure that our team can easily access everyday healthcare for mental and physical health and at a low personal cost. We encourage and support our people to proactively manage their health. Our health cash plan also covers your dependents and an option to add other members.

Benefit	Details
Health cash plan	<ul style="list-style-type: none"> Reimbursement for everyday health costs such as eye care, dental, access to X-rays and physiotherapy, in addition to a range of alternative treatments such as acupuncture, and specialist consultations
Health & Wellbeing Resource Hub (including an Employee Assistance Programme)	<ul style="list-style-type: none"> Access to discounted gym membership, health assessments and NHS approved app to support mental and physical health 24-hour confidential helpline for financial, health or legal advice 24-hour access to a GP with a prescription service Rewards scheme offering discounts on brands

Holidays

Taking appropriate time off to recuperate and balance is a key part of our health and wellbeing strategy. Everyone is entitled to the same amount of enhanced company holiday regardless of their role or length of service.

Benefit	Details
Holiday allowance	27 days holiday plus bank holidays (pro rata)
Additional holiday	Buy up to 10 days additional holiday (pro rata)
Selling holiday	Sell up to 5 days holiday (pro rata)

Agile working

We recognise the importance of having a great balance between home and work responsibilities, so we do everything we can to support flexible working. Flexible working arrangements are something that we discuss collaboratively before any arrangements are agreed by your manager.

Benefit	Detail
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<p>Flexible arrangement</p>	<ul style="list-style-type: none"> • Flexible or hybrid remote/home and office working • Compressed or part time hours including 4-day week and 9-day fortnight • Informal flexible arrangement around core hours of 10.00am – 4.00pm
<p>Moments that matter</p>	<ul style="list-style-type: none"> • Time off to care for dependants • Time off for IVF and family planning

Reflection, learning and development

We are invested in your learning and development, and we expect you to be too. Our approach reflects what we know to be most effective, and we've adopted a 70:20:10 approach. 10% of our learning will be formal learning, 20% through coaching and independent learning and 70% through application in our roles.

We also set aside 2 days a month as a team, to create space for reset and reflection, where we intentionally plan 'sit back' time for thought, planning and to take time away from screens where possible.