



**Social  
Investment  
Scotland**

---

JOB SPECIFICATION

# SIS Associate Investment Manager

APRIL 2021

---

JOB SPECIFICATION

# SIS Associate Investment Manager

**DAY RATE**

To be discussed

**RESPONSIBLE TO**

Head of Investments

**LOCATION**

Flexible

**CONTRACT TYPE**

Contractor, temporary



## Social Investment Scotland

### Our values

- Purpose: we are purpose driven- we are committed, innovative and impactful;
- Integrity: we do what we say- we are reliable, honest and consistent;
- Unique: We embrace the power of difference- we are inclusive, open and ethical;
- Partnership: We grow strong partnerships- we are collaborative, confident and respectful.

### About us

Social Investment Scotland (SIS) are a social investment finance intermediary (SIFI) operating across Scotland and beyond. Our mission is 'to connect capital with communities, to make a real, measurable and sustainable impact upon peoples' lives.'

---

## JOB SPECIFICATION

# SIS Associate Investment Manager

---

Our strategy to 2030, Building an Impact Economy, highlights our approach to enabling social and environmental impact through society and economy. By 2030, we aim to provide 5,000 enterprises with the tools, support, inspiration and connections to create greater social impact; and to connect 5,000 social entrepreneurs, enterprises and third sector organisations with mission-aligned investment and support.

Our SIS vision, or 'north star' in line with our strategy has a number of aims:

- Enterprises will be provided with the tools, support and inspiration to plan, create and scale their social impact;
- Governments and their agencies can partner with social enterprises in a range of different ways, but particularly to enhance delivery of social impact;
- Social entrepreneurs receive aligned investment and support;
- Consumers and businesses can purchase products and services from social enterprises; and
- Investors of all kinds can make purposeful investments for a financial and a social return.

In 2021 we celebrate our 20<sup>th</sup> anniversary. Over that time, we have invested over £100m in almost 500 organisations, primarily in Scotland, but also elsewhere in the UK. Our [2020 Impact Report](#) provides more information about the depth and variety of our work.

---

## Purpose of role

The heart of our organisation is the investment team, where a team of investment professionals progress loan applications for new investees. Occasionally, demand for our funding programmes is very high and beyond the capacity of our current investment managers. We are therefore looking to evolve our database of SIS Associates, who would be able to provide additional capacity when required. Although these are contractor roles, it is important that clients receive the same level of service and expertise as would have been the case from a SIS colleague.

In addition to providing loan investments to charities and social enterprises, our SIS Ventures arm makes equity investments into mission driven businesses. We are also interested in hearing from Associates who might be able to support this part of our work.

SIS Associates will play a key role in managing applications across our SIS and SIS Ventures funds, building a relationship with applicants and carrying out due diligence on information submitted by applicants. The Associate will then summarise this information into a standard format appraisal report, and alongside the Head of Investments prepare the report for submission to the relevant credit/investment committee.

You will have investment experience, perhaps working for a bank or other investor and be able to assess the fundamentals of a proposal. Support for impact due diligence will be provided from the SIS team.

---

---

## JOB SPECIFICATION

# SIS Associate Investment Manager

---

### Responsibilities will include:

- Reviewing and assessing application information from organisations, including business plans and, in particular, financial information.
  - Working with applicants to fill any gaps in this information to complete due diligence.
  - Preparing appropriate investment appraisals for presentation to the relevant credit/investment committees.
  - Delivering exemplary levels of internal and external customer service.
- 

### Key requirements:

#### **Relevant Experience**

- An awareness and background knowledge of the third sector/social enterprise.
- The ability to write detailed written reports.
- Understanding and interpreting financial information, including profit and loss accounts, balance sheets and sensitivity analysis.
- An awareness and knowledge of social investment concepts.

#### **Skills and Abilities**

- Excellent organisational skills; ability to work to deadlines.
- Excellent communication skills (verbal and written).
- Ability to work on own initiative, without ongoing supervision.
- Excellent interpersonal skills.
- Flexible approach.
- Corporate &/or commercial banking experience or Chartered Accountant (with deal structuring experience).

#### **Personal Qualities**

- Strong positive attitude and an ability to find creative and flexible solutions.
  - Resilient when faced with challenges and deadlines.
  - Ability to quickly develop good working relationships with colleagues.
-

---

## JOB SPECIFICATION

# SIS Associate Investment Manager

---

## Terms of appointment

- Time requirement: will vary depending on nature of assignment.
  - Contract basis: contract, time allocation agreed as part of each individual engagement. No guarantee of assignments/minimum number of days.
  - Salary: a competitive day rate will be paid. Note that this is not a salaried or permanent role and does not include access to further employment benefits.
  - Location: entirely flexible. Customer interactions will take place online.
- 

## How to apply

Please email [hello@socialinvestmentscotland.com](mailto:hello@socialinvestmentscotland.com) by **5pm on Sunday 9<sup>th</sup> May**, enclosing your CV and a brief covering statement outlining your suitability for the role.

An informal interview process will include informal conversations with members of our leadership team, and might include a short exercise.

---