



ROLE RESPONSIBILITY DOCUMENT

Role	Associate	Team	Investment Management
Reports To	Snr. Associate	Version	V2. May 21
Location	London, UK	Package	Competitive

Purpose:

To drive business growth through the delivery of detailed, reasoned and considered insights by

- Creating, maintaining, managing and using financial models to analyse new investments, proposed changes to investment business plans and asset management decisions
- Preparing and updating investment valuations with historic operating data
- Preparing investment committee memoranda with associated financial models
- Understanding and tracking key business plan drivers, overall business plan timeline, programme, milestones and budget, and business plan history for each investment
- Identifying potential material issues to delivery of overall investment business plan and flagging such to senior management team and other relevant functions

Core Responsibilities

An Associate may take on the same responsibilities of an Analyst with respect to selected investments/processes on an as-needed basis, plus:

- Has responsibility for a portfolio of investments and performs relevant review responsibilities regarding these investments to ensure consistency and accuracy of investment management, including accuracy of all financial model analysis and consistency of business plan implementation
- Reviews business plans and financial models prepared by Analysts in underwriting potential investments
- Coordinates, guides and reviews preparation of Acquisitions meeting (e.g., Kill/Fill) and Investment Management meeting (e.g., AUM and MMM) materials
- Reviews investment committee memoranda and ensures accurate and complete content and clear narrative; presents financial model component at investment committee meetings; may attend all investment committee meetings
- Reviews proposed changes to business plans and associated financial analysis; reviews proposed Material Event Records
- Reviews investment budgets and cashflows in monthly budgets and P&L forecasts
- Reviews updates to financial models for quarterly and annual valuations and reviews quarterly reporting materials
- Ensures Analysts effectively coordinate with Development, Asset Management and Occupier teams to deliver projects on time and on budget, manage investments effectively and maximise return metrics
- Reviews analysis performed by Analysts in evaluating the financial aspects of acquisitions and asset management questions in the relevant financial models using ROIC, IRR and MOIC metrics to ensure model and numerical accuracy and sensibility of business plan
- Reviews reporting to lenders in respect of debt on new and existing investments



- Reviews decks prepared for investors and responses to information requests, ensuring numerical accuracy and clear narrative
- Coordinates changes to standard/template/reporting documents (e.g., budgets, standard models, MERs, Portfolio Master, MMM notes, Clockwise reporting, etc.)
- May take on additional responsibility for underwriting acquisitions for or investment management of a specific geography, asset type or platform operation or corporate/fund project (e.g., investor relations, fund reporting, platform operation KPI reporting, IT systems implementation)
- Trains and coaches Analysts in the core functions of their roles

CFP Citizenship

- Ensuring Castleforge values are at the heart of every decision and action taken
- Demonstrating integrity and respect in all action and interactions
- Any other request as directed by management commensurate with the level of the role.

Key Skills, Qualities and Experience

Essential
Meets all requirements for analyst, plus: • 2-3 years minimum professional experience • Has some experience reviewing peer work • Has a genuine interest in improving and developing analytical skills and delivery in others.
Desirable

These responsibilities and requirements will be regularly reviewed and updated in line with the evolution of our teams and business. This document is not static and is subject to change.