



ROLE RESPONSIBILITY DOCUMENT

Role	Analyst	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

- Prepares business plans with the Acquisitions team and prepares financial models for underwriting potential investments
- Presents potential investments at the weekly Acquisitions meeting
- Prepares investment committee memoranda
- Updates investment financial models with changes to the business plan and periodic performance updates and prepares Material Event Records where required
- Manages and updates financial model for quarterly and annual valuations and works with Finance team to prepare valuations and quarterly reporting materials
- Manages investment business plans and coordinates with Development, Asset Management and Occupier teams to deliver projects on time and on budget, manage investment effectively and maximise return metrics
- Tracks investment budgets and liaises with Asset Management and Finance teams to prepare monthly budgets and P&L forecasts
- Presents asset management updates at weekly meetings, raising any material issues for discussion, and prepares materials for these meetings
- Assists Acquisitions, Occupier, Development and Asset Management teams in evaluating the financial aspects of acquisitions and asset management questions in the relevant financial models using ROIC, IRR and MOIC metrics
- Monitors debt covenant compliance and assists the General Counsel in reporting to lenders and obtaining debt on new and existing investments
- Assists and monitors operating platform teams in tracking and collating key operating statistics and performance metrics and monitoring operating platform team performance
- Assists and monitors operating platform teams in preparing asset and overhead budgets and tracks asset operating performance against the same
- Prepares and updates relevant portfolio models



- In coordination with Acquisitions team, liaises with investment agents to generate potential investment flow and maintains these relationships
- Assists Acquisitions team in tracking investment and acquisitions strategies, pipeline, relevant market and macroeconomic metrics and agent relationships
- Assists in preparing annual meeting materials
- Assists Investor Relations team in preparing decks for investors and responding to information requests
- Assists Finance, Asset Management and Investor Relations teams in tracking and updating key investment track record metrics
- Assists Research team with information requests

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
• Good academics • 1-2 years experience in investment banking • Advanced Financial Modelling • Strong presentation skills • Excellent process management • Strong stakeholder management experience. • Excellent communication (written and verbal) • Sound judgement and problem solving • Able to demonstrate critical and lateral thinking • Inquisitive mindset, naturally curious • Default disposition is to constantly ask questions, check assumptions • Receptive to direct and honest feedback • Invested in own personal development and continuous improvement • Hungry for exposure to and experience across the entire fund lifecycle
Desirable
• Experience working in property / real estate / private equity

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.