

# JOB DESCRIPTION

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<b>JOB TITLE :</b>	<b>Investment Executive,</b>
<b>BUSINESS UNIT/GROUP FUNCTION:</b>	<b>UK Steel Enterprise Limited (known as UKSE)</b>
<b>DEPARTMENT AND LOCATION:</b>	<b>Head Office, Sheffield</b>
<b>REPORTS TO:</b>	<b>Investment Director</b>
<b>SALARY:</b>	<b>£45k-£55k +Bonus +Car +Benefits</b>
<b>CLOSING DATE:</b>	

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## **About Us**

UKSE is all about supporting steel communities in the UK. We do this by providing investment finance, managed workspace and a community support programme.

We invest up to £1m in growing SMEs within our steel areas. We provide both equity packages and debt funding. We have a portfolio of over 100 clients across the UKSE.

Since 1975, we have helped create over 80,000 jobs and enabled thousands of businesses to grow, always with one eye on genuinely empowering those communities to regenerate themselves – economically and socially.

We are accredited under Investors in People and operate under a clear set of core values – Excellence, Understanding, Continuous Improvement, Integrity, Responsibility and Unity. UKSE is a subsidiary of Tata Steel.

To learn more about our organisation, please visit our website: [www.ukse.co.uk](http://www.ukse.co.uk)

## **The Role**

We are currently looking to recruit an Investment Executive, based in Sheffield but supporting all our Regional Office across the UK.

You'll be part of a small team (currently 14 Investment Staff) and so the position comes with the real opportunity to make a difference.

The principal responsibility of the role is to appraise, negotiate and implement funding for business. However responsibilities are much broader and the need to roll your sleeves up and get involved in all aspects of the business is often necessary. This could mean supporting the wider team with such things as business development, investment strategy, environmental goals, property management, budgeting and colleague training. Ultimately, the role will be where you want to take it.

More specifically, your responsibilities will include but not be limited to:

- appraising and analysing investment opportunities by interview with client company directors and advisors; by appropriate due diligence investigations; and preparing sanction papers for presentation to the Investment Committee.
- ensuring that client companies are monitored so that any problems or opportunities are brought to the attention of the Investment Director for attention.

- assisting client companies to achieve their objectives and work towards a successful exit for UKSE investment.
- assisting with the maintenance of appropriate investment records and preparing reports accordingly.
- assisting the Investment Director and the Investment Team achieve the Company's economic regeneration aspirations and in doing so liaising with different stakeholders including other funders, government bodies, development agencies, local authorities etc.
- supporting the regional teams with business development and marketing.
- Supporting the ESG Lead to ensure UKSE's approach to responsible investment is 'best in class'.
- operating within the core values of UKSE – Excellence, Understanding, Continuous Improvement, Responsibility, Integrity and Unity
- undertaking any ad hoc exercises and duties at the request of the Investment Director

### **What we're looking for**

You'll enjoy working within and leading teams and be able to build strong relationships, internally and externally. You'll have an open mind, applying your analysis skills to new industries and business types and be prepared to see something different every day.

You'll be an excellent communicator, both internally as you discuss investment opportunities and externally as you perform portfolio management duties. You will be at ease presenting financial information and explaining trends/variances. You'll naturally want to assist your clients and help them make a positive impact in our communities.

To be considered for this position, ideally you will have a good understanding of business including strategic, commercial and financial matters. Ideally you will have some experience of the corporate finance sector.

You will have a professional finance qualification (or working towards one) and have applied your learning in practice.

You will have a good knowledge of the regional economy and a strong marketing and networking ability.

You will be someone who wants to make a difference in our local communities and be passionate about supporting small business.

### **Benefits**

We offer employees significant benefits packages. For this role, you will benefit from:

- A market competitive salary
- Company Car or cash alternative
- Bonus scheme (up to 20% of basic salary)
- Defined contribution pension schemes (10% employer contribution / 6% employee contribution)
- Annual Pay Review
- 35 day holiday *including* Bank Holidays

Closing Date for Applications: 23<sup>rd</sup> February 2024

For more details or to apply, please contact [matt@ukse.co.uk](mailto:matt@ukse.co.uk)