

****

**Support and Professional Services**

**Finance**

**Investment Manager**

**ZZ004159**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Permanent**

**Full-time**

Salary is in the range £35,193 to £41,433 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 22per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

There is a probationary period of 12 months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees mustbeyour current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Investment Manager |
| **Grade:** | 10 |
| **Faculty/Centre:** | Centre |
| **Department/Service:**  **Location:** | Finance (Treasury and Banking team) |
| **Position Reference No:** | ZZ004159 |
| **Cost Centre:** | 47800 |
| **Responsible to:** | Director of Finance |
| **Responsible for:** | None |
| **Effective date of job description:** | 1st August 2017 |

|  |
| --- |
| **Context of Job:** |
| The University is in the process of “going out to the market” to source funding for its ambitious masterplan. These additional funds, combined with the University’s existing and ongoing cash balances, need to be managed carefully in order to maximise return within the accepted Treasury Management Policy risk framework and to meet the University’s needs in respect of liquidity. |

|  |
| --- |
| **Purpose of Job:** |
| To manage cash deposits for treasury and investment management purposes and support the administration of loans and other forms of loan financing. The role holder will also be a member of the Finance department senior management team and if required will support colleagues with leadership duties. |

|  |
| --- |
| **Key Responsibilities:** |
| 1. To manage the appointment process of the University’s investment specialists having due regard for the University’s procurement processes; 2. To manage the investment of the University’s substantial cash balances (£136 million as at 31st July 2017 with significant increase expected through loan financing in advance of the University’s Estate Masterplan); 3. To optimise the investment strategy to achieve maximum returns whilst maintaining the University’s prime requirement for security of its capital balances; 4. To ensure that investment planning and loan financing is aligned to the needs of the Estates Masterplan; 5. To build and maintain key relationships with the University’s appointed investment managers, stockbrokers and bankers; 6. To clearly communicate the University’s investment strategy to the appointed fund managers and to ensure they adhere to it, reporting exceptions to the Director of Finance; 7. To represent the University at key investment events as held by the fund managers and to present findings and make recommendations to the Director of Finance for changes in policy and investment strategy; 8. to provide the day-to-day management of university funds; 9. To work closely with the Deputy Director of Finance (Management Information) to ensure that the University meets its financial commitments without penalty by planning it’s investment activity and maturity of transactions; 10. To provide a comprehensive reporting service to the University’s Executive and Board of Governors in respect of investment activity and rationale for decisions and recommendations made; 11. To manage the university’s investments in accordance with the Treasury Management Policy and to ensure alignment with its Investment Strategy; 12. To plan and manage the University’s investments to ensure sufficient liquidity in working capital to meet immediate, medium term and longer term financial obligations; 13. To manage and continually improve the control environment for decision making, execution and recording of treasury and investment transactions; 14. To continually review and develop the University’s investment strategy and policy to ensure it remains fit for purpose as its needs for cash resources change and evolve; 15. To make informed financial recommendations to the Director of Finance and UEB; 16. To keeping pertinent technical knowledge up-to-date in regard to the University sector, the UK economy, current financial news and financial markets as they pertain to investments; assessing and interpreting complicated financial information; 17. To present complex financial information to UEB and the Board of Governors on a regular basis and to discuss with authority actual and forecast returns in the context of the current investment market position; 18. To monitor the University’s investments including settlement of transactions and performance of investments; 19. To provide training to the Finance Department in the specialist area of investments and fund management; 20. From time to time the role holder may be required to support senior colleagues by taking on some leadership or supervision duties e.g. to cover sickness absence or to support specific projects; 21. As a senior member of staff the successful applicant will be expected to be an active member of the Treasury and Banking Team providing support and guidance to staff as appropriate. |

|  |
| --- |
| **Working Relationships:** |
| Director of Finance  Deputy Director(s) of Finance  Financial Controller  Assistant Financial Controller  The University’s appointed investment and asset manager, stockbrokers and clearing bank  Chief Cashier  Treasury and banking team |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Extensive experience of managing investments in an “in house” environment | E | AF, I |
|  | Knowledge of issues facing HE sector and broad understanding how they may impact the requirements of the job at any time. | D | AF,I |
|  | Experience of managing investments in the University or Local Authority sector | E | AF,I |
|  | Experience of managing investments and liquidity for major capital programmes where timings may be uncertain given the nature of building projects. | D | AF,I |
|  | Experience of having delivered improvements to processes and realised benefits resulting from these enhancements. | D | AF,I |
|  | Experience of dealing with funds in excess of £100 million | E | AF,I |
|  | Supervisory or management experience | D | AF,I |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent interpersonal skills, including ability to communicate with a wide variety of people, throughout the University and externally. | E | AF,I |
|  | Excellent attention to detail. | E | AF,I |
|  | Keen interest in and understanding of financial markets | E | AF,I |
|  | Ability to work collaboratively and flexibly | E | AF,I |
|  | Proactive with the ability to deliver results | E | AF,I |
|  | Strong organisational skills | E | AF,I |
|  | Proven ability to work to deadlines | E | AF,I |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Degree qualified in a relevant discipline | E | AF |
|  | Higher qualifications in a relevant discipline | D | AF |
|  | Financial analyst or investment management qualification (or equivalent) | E | AF |
|  | Membership of an appropriate professional body | E | AF |
| **4.** | **Other Requirements** |  |  |

**Legend**

Rating of attribute: E = essential; D = desirable Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc)  X | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

|  |  |
| --- | --- |
| **Name (block capitals)** | EMMA WOOLLARD |
| **Date** | 28 July 2017 |
| **Extension number** | 3302 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.