

## POSITION DESCRIPTION

Role	
<p><b>Aspire NZ Seed Fund - Investment Analyst</b></p> <p>Immediate start</p> <p>Based in Wynyard Quarter, Auckland</p>	
Overview	
<p>NZ Growth Capital Partners (NZGCP - formerly the New Zealand Venture Investment Fund) manages c. \$300 million of investment capital for investment in young, high growth potential, New Zealand companies seeking to address large target market opportunities, primarily offshore.</p> <p>NZGCP works with domestic and offshore venture capital funds, angel networks, high net worth and institutional investors to co-invest into those opportunities.</p> <p>The Investment Analyst role supports the Aspire Fund Investment Director and investment team. The Investment Analyst will be responsible for providing key market and analytical information relevant to NZGCP's investment activity.</p>	
Key Relationships	
<b>Reporting to</b>	<ul style="list-style-type: none"> <li>Aspire Fund Investment Director</li> </ul>
<b>Internal</b>	<ul style="list-style-type: none"> <li>Investment Team</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>Angel Group Investment Partners</li> <li>Wholesale and Qualified Investor Partners</li> <li>Portfolio Companies (both current and prospective)</li> <li>Eco-system stakeholders (both public and private)</li> </ul>
Key Responsibilities	
<p><b>General Background:</b></p> <p>Working closely with the Investment team, the Investment Analyst will be responsible for providing NZGCP's Management team with key market and analytical information relevant to NZGCP's investment activity.</p> <p>The primary focus of the role will be undertaking financial analysis, modelling and market research to support the NZGCP investment team around consideration of investment opportunities, be they new deals or follow-on investments into existing portfolio companies.</p> <p>The Investment Analyst will also participate in:</p> <ul style="list-style-type: none"> <li>Meeting entrepreneurs presenting investment opportunities;</li> <li>Working with investment partners on opportunities;</li> <li>The screening/filtering of those investment opportunities;</li> <li>Support NZGCP's investment activities by providing well-researched analysis to assist the Investment Management team to make informed investment decisions;</li> <li>Support the preparation and review of investment related documentation as required to support those investment decisions;</li> <li>Analysis of the Aspire investment portfolio, and reporting across Aspire's investment programme;</li> <li>Implement and manage specific initiatives and projects ensuring required deadlines and standards are met;</li> <li>Attend to, and participate in, market development and eco-system activities as required;</li> <li>Engage with investment partners to support their activities as required;</li> <li>Ensure a continued personal and professional development pathway to support a career in Funds Management and Investment.</li> </ul>	

## **Important Qualities for the Role:**

### **Financial Analysis**

Support the Investment Team by providing financial analysis on investment portfolios:

- 1) Undertake complex financial modelling and analysis.
- 2) Provide analysis of portfolio company performance.
- 3) Report on investment and portfolio performance risks as appropriate.
- 4) Provide support and analysis on all due diligence undertaken by NZGCP.

### **Portfolio Monitoring, Performance Measurement and Reporting**

- 5) Regularly monitor, analyse and provide reports on investment activity and performance.
- 6) Review and streamline investment transaction reporting from investee companies and investment managers.
- 7) Liaise with internal and external stakeholders to gather relevant portfolio information as required.

### **Technical Support**

Maintain analytical investment monitoring and reporting systems and infrastructure to ensure accurate, accessible, efficient and timely portfolio information. Take full responsibility for maintaining and updating systems and records.

- 8) Develop, implement and maintain robust portfolio monitoring and reporting processes which will assist with the identification of emerging portfolio issues.
- 9) Develop systems, processes and tools to report on key developments and trends within the venture capital and angel investment sectors, including market size and growth and opportunities for development.

### **Projects**

Implement and manage specific initiatives and projects ensuring required deadlines and standards are met.

## **Additional Desirable Attributes**

### **Communication and Presentation Skills**

- Able to present and communicate financial information in an accessible way to a wide variety of stakeholders
- Able to prepare succinct well written reports for stakeholders covering both financial and non-financial company information

### **Other Attributes for the Role:**

- Critically important is the “soft” interpersonal skills associated with considering an investment opportunity, making that decision and then supporting the investee company and our investment partners through the life of that investment.
- Essential is a wider curiosity in technology and innovation, both domestically and globally, and how this relates to investment opportunities being considered, or seeking out such opportunities to take advantage of a future trend.
- An interest in learning about and understanding the broader context (venture capital and angel industry, and the wider early stage NZ eco-system, both public and private) in which NZGCP operates
- Comfortable working in a small team open plan working environment
- The ability to manage own work programme with minimal supervision, as well as seeking out opportunities for personal and professional development.
- An illustrated ability to take the initiative, alongside an entrepreneurial mindset.
- Excellent interpersonal and communication skills.
- Must be an intelligent problem solver, have good attention to detail and the ability to quickly analyse information and identify errors. Business acumen is essential.
- Minimum of 2-3 years professional work experience, preferably in investment management, professional services or in-house corporate development.

**To apply for this job please apply via [www.seek.co.nz](http://www.seek.co.nz).**

**Applications close 5.00 pm Wednesday 29 April 2020.**