



# UK REAL ESTATE

YOUR PARTNER, DELIVERING REMARKABLE REAL ESTATE PERFORMANCE



# APAM

# INVESTOR REPORTING ANALYST

**COMPANY:** APAM Ltd

**LOCATION:** London

**REPORTS TO:** Associates, Portfolio Management

**TYPE OF VACANCY:** Permanent

**TIME/PART TIME:** Full Time

## BUILD A CAREER WITH APAM – CONNECT, GROW AND CREATE VALUE

### ABOUT US

APAM delivers tailored solutions that drive remarkable real estate outcomes for our partners. Our fully integrated team of 55, based in London and Manchester, provide services for every stage of the real estate cycle, across a diverse range of sectors.

Over the last decade, we have delivered successful real estate solutions for £4B worth of real estate across the UK, working with global institutional and private investors, private equity groups, local authorities and stakeholders, as well as lending banks, special servicers and other debt providers.

### ABOUT YOU

You're energetic and collaborative, someone who does not accept things as they are 'supposed to be', or 'have been' done. APAM is an original. We are market leaders and not followers. Together, we'll create innovative solutions aligned with our clients' objectives and needs.

### WHY APAM?

- Dynamic, challenging and interesting work
- Personal development and training opportunities
- Friendly, professional, and collaborative work environment
- Part of the Catella Group – network extends across Europe and Hong Kong
- WorkWell programme (wellbeing, charitable and engagement initiatives)
- Reward and Recognition Programme
- Fosters diversity and inclusion
- ESG framework and Responsible Investment process

### ABOUT THE ROLE

This role is ideal for graduate seeking to join a fast paced, dynamic and friendly team.

Supporting the team on client facing mandates, you will be responsible for collecting, maintaining, and elevating the quality of APAM's real estate data and assembling reports on quarterly performance.

In addition, you will be responsible for providing research to enable our clients, future clients, and management team to make strategic investment decisions.

This is a great opportunity for an individual looking to contribute to the success of a developing business area within an exciting growing organisation.

### KEY RESPONSIBILITIES:

- Support the team in collecting, collating, and updating tenancy and asset level data.
- Producing monthly, quarterly and annual reporting for clients
- Review and analyse news alerts and companies house filings for key tenants.
- Monitor and analyse third party performance KPI data.
- Attend to requests for information and analysis from internal clients.
- Providing research to support the team in producing a quarterly market report
- Identify gaps in data and uniformity issues.

### SPECIAL REQUIREMENTS (e.g. travel, unsocial hours)

- Normal Hours of work for this role are 5 days a week 9.00 am – 6:00 pm based in the Company's London office –please note we currently have special arrangements in place for working safely during the coronavirus outbreak.
- Must be flexible and able to work extended hours as likely necessary on occasion.
- May be required to travel within the United Kingdom

### SKILLS AND EXPERIENCE

#### Technical:

- Excellent business user of MS Office software including Word, Excel and PowerPoint
- Experience linking sets of data together using Excel
- Intermediate to advanced use of Excel including but not limited to:
  - IF, Lookup and Index/Match Functions
  - Pivot tables
  - Data visualisation

#### Experience:

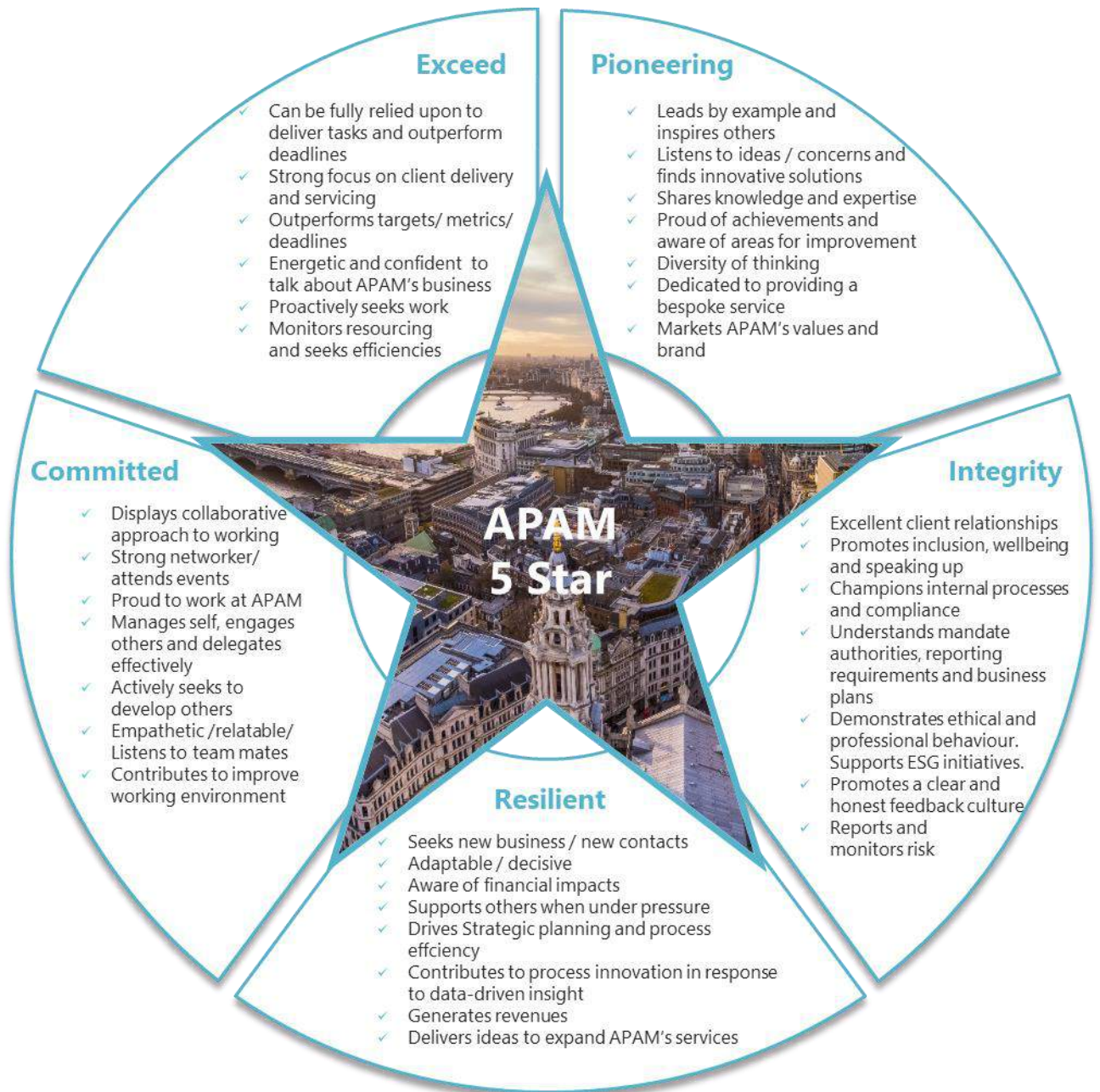
- Ability to work in fast paced dynamic environment.
- Ability to learn and apply concepts quickly.
- Resilient problem solver.
- Strong verbal and written communication skills.

#### Education:

- A Level education or equivalent.
- Degree education or equivalent in a related discipline (desirable).

## KEY COMPETENCIES

We use our key competency framework to recruit and develop our team because we want to ensure our people have the ability to exceed expectations and make a real impact on the work we do.





**APAM**

APAM Ltd  
london@apamuk.com |  
manchester@apamuk.com |  
www.apamuk.com