

Fair economy. Better world.



# Investment Advisor

Information pack



Close of tender: 19 March 2024



## **Investment Advisor**

**5-7 days per year**

**Location: Remote**

Friends Provident Foundation is a small, independent, endowed charity based in York with a big ambition to build a fair economy and better world. A belief in equity and social justice, striving for fairness, truth and integrity, empowering communities and stewardship of the Earth underpins all we do.

We are seeking to appoint an external adviser on an ongoing basis to provide advice on its investment portfolio. The adviser will report on the financial returns of the Foundation's portfolio, the progress of the Foundation's investment strategy against its objectives for income and capital growth and will be sympathetic to the ethos and values of the Foundation.

If you share our values and ambitions and are interested in submitting a tender please visit our website to download the application pack:

<https://friendsprovidentfoundation.org/opportunities/>

We are committed to being an inclusive employer, where equity and social justice is one of our central domains in creating a fair economy. We welcome applicants from diverse backgrounds including age, disability, class, race, sexuality, and gender identity.

If you have a disability and would like to request an application form in a different format, or discuss your application at any point, please contact:

[enquiries@friendsprovidentfoundation.org.uk](mailto:enquiries@friendsprovidentfoundation.org.uk)

We are a Living Wage employer.



## Investment Adviser – Invitation to Tender

Title:	<b>Investment Advisor to Friends Provident Foundation</b>
Hours:	<b>5-7 days per annum, subject to review after one year</b>
Location:	<b>Flexible</b>
Reporting to:	<b>The Trustees of the Foundation through the Investment Committee. However, on routine day-to-day issues the Investment Advisor will liaise with the Foundation Director</b>

### Purpose:

The Adviser will assist the Foundation in pursuing its long-term [investment policy](#)

#### Outputs:

- To review the Foundation's investment strategy against its objectives for income and capital growth, mindful of the Foundation's ethical position.
- To advise on benchmarks appropriate to that strategy and to monitor the performance of the investment managers.
- To comment on reasons for deviations between actual performance and the benchmarks and, as far as practicable, the impact of portfolio activity.
- To advise on the impact on investment strategy or operations of changes in legislation or regulation, innovations in securities markets etc.
- To review, monitor and advise on investment risk.
- To alert the Foundation to opportunities or threats arising from market movements.
- To advise the Foundation in managing its relationship with its investment managers, including the periodic review and, if appropriate, replacement, of investment managers and the negotiation of contracts with them.
- To ensure that the Foundation is fully aware of all fees it is paying both directly and indirectly.
- To review the financial information supplied by the investment managers, if necessary, raising directly with the investment managers any inconsistencies in that information, and (if required) to prepare supplementary charts analysing important trends in markets and economies for discussion at Investment Committee meetings and with the investment managers.
- To undertake any other work as requested by the Chair of the Investment Committee or Foundation staff.

## Profile

The appointed adviser will:

- Be sympathetic to the ethos and values of the Foundation.
- Understand the needs of the Foundation as an independent charity, with a reputational legacy in ethical investment and a commitment to shift our endowment investments further towards impact investments.
- Have substantial experience of advising organisations in the not-for-profit sector, Trusts or Private Clients on their investment strategy and approach.
- Have recent direct experience of investment management.
- Have current or recent experience in conducting independent research.
- Be completely familiar with the latest developments in the securities markets including different asset classes and public and private markets, as well as social investments.
- Be able to attend meetings of the Investment Committee and Trustee Board as required.
- Be able to communicate complex ideas and information clearly and succinctly to people not directly engaged in the investment world.
- Be able to work collaboratively with trustees and staff and liaise with investment managers.
- Be self-motivated, well-organised, and able to meet Foundation deadlines.
- Be permitted to provide investment advice under the Financial Services and Markets Act 2000 and have a current registration on the Financial Services Register.

The Foundation will consider appointing both named individuals and institutions (on the basis of the institution having a named individual as the primary adviser).

## How to apply

Please submit your expression of interest of no more than three A4 pages to include:

- Your team (if relevant) and your professional experience.
- Your knowledge of the wider UK financial investment sector, social investment sector with specific focus on charitable endowments.
- Your experience of providing similar investment adviser supports.
- Your suggestions for outputs, reporting dashboards etc.
- Your proposed fees

Please submit this expression of interest via email **by 9am on Tuesday 19 March 2024** to [enquiries@friendsprovidentfoundation.org.uk](mailto:enquiries@friendsprovidentfoundation.org.uk)

If you would like to arrange an informal discussion, please book in with Charlie Crossley [Bookings with me - Charlie Crossley - Outlook \(office.com\)](#)

**We plan to hold interviews online in April and intend to appoint the Investment Advisor from May/June 2024**

## Privacy Notice

### What we collect and why

When you apply to us for a role you will be providing personal data about yourself, through which you can be identified. We have written this notice to let you know how we will handle and protect your information.

Information which may be collected during a recruitment process, may include:

- Your name
  - Your work, education, and training history
  - Contact information including email address, postal address, and phone number
  - Contact information for your referees
  - Any other personal information which you choose to give us relating to your application
  - Notes made by the selection panel during shortlisting and the interview process
- We require this information to review your application, undertake, and support the recruitment process, and communicate to you the decisions and outcomes of that process.

The Data Protection Bill (2018) sets out that we are required to have a lawful basis for processing your data. In this instance we are processing your data under 'legitimate interests' specifically to support our recruitment process and applicants, as outlined above.

We store this information on our office IT systems, including cloud-based directories and email system, and in paper-based files. We retain information for unsuccessful applicants for a period of 6 months following the completion of the recruitment process, to enable us to provide feedback, address any other queries, or disputes. After a period of 6 months we will delete your data.

For any concerns you have about our use of data, please contact:

[enquiries@friendsprovidentfoundation.org.uk](mailto:enquiries@friendsprovidentfoundation.org.uk) or on 01904 629675.

You can also contact the Data Protection Regulator, the Information Commissioner's Office (ICO): <https://ico.org.uk/global/contact-us/>