

**POSITION TITLE:**

Assistant Asset Manager

**PRIMARY LOCATION:**

London / South East

**COMPANY & BUSINESS OVERVIEW:**

Amber is a specialist international investment manager, focused on investment origination, asset management and fund management. With c.€5 billion in funds under management, Amber invests across eight funds and a number of managed accounts.

Amber's core business focuses on sourcing, developing, advising, investing in and managing infrastructure assets across the public, transport, energy, digital and demographic infrastructure sectors that support the lives of people, homes and businesses internationally.

Amber is headquartered in London with offices in Europe, North America, Australia and New Zealand. Amber employs over 180 infrastructure professionals globally and manages over 175 investments.

**THE ROLE:**

The Assistant Asset Manager will play a key role in the management of a PFI / BSF project consisting of 27 schools. Your primary responsibility is to support the delivery of the project in accordance with the contract documentation and Amber Asset Management's policies and procedures.

Your ability to engage with the Asset Manager, work upon own initiative and build and maintain good working relationships with a range of stakeholders across the business will be key. Your primary responsibilities will be to:

- Deputise for the Asset Manager in their absence.
- Monitor the delivery of, and compliance with, all obligations of the Project Agreement and associated contract documents on behalf of the Project Company.
- Assist in ensuring appropriate periodic compliance and governance reviews (Statutory Compliance, H&S Management etc.) utilising, Amber's on-line compliance portal and ensure actions arising are completed in a timely manner.
- Assist the Asset Manager to monitor and review of Lifecycle plans (where applicable the approval of such plans) and the delivery of the planned works,
- Assist in auditing all reports and where requested provide data for the monthly preparation of the Authority invoices and approval of sub contractor invoices.
- To support with the collation of ad-hoc internal and external management reports.
- Assist in the preparation of external Investor reports and effective reporting on matters of significance.
- Provide a supporting role at board meetings including minute taking.
- Regularly meet with clients, users and the service provider and represent the Project Company.
- Maintain and, where appropriate, assist in the development the operational policies and procedures
- Support the preparation, administration and management of project variations in accordance with contractual obligations.
- Ensure service providers evidence contractual compliance with regards to all matters and in particular compliance with performance reporting requirements and adherence to statutory and legal obligations, including health and safety law, insurance and employment regulations.
- Support commercial income opportunities.

## KEY SKILLS:

- Strong interpersonal skills, articulate and capable of interacting with Clients, professionals, trade and the public, coupled with the ability to assertively deal with conflict situations.
- Clear, concise report writing and good presentation skills.
- IT literate and able to use word processing, spreadsheet, programming packages and other business software, to a practical level.
- Able to understand reasonably complex legal agreements
- Have an eye for the detail, particularly regarding monitoring and auditing records.
- Able to interpret information and undertake analysis of information from differing sources to formulate a conclusion.
- Able to understand Technical, Health and Safety, Quality and Environmental obligations of the Construction and FM industries.
- Be knowledgeable of the FM industry; particularly PFI principles.
- Adaptable and able to multitask.
- Exercise good judgment
- Holds an enhanced DBS certificate

## DESIRABLE EXPERIENCE/KNOWLEDGE/QUALIFICATIONS REQUIRED:

- Professional and/or management qualification
- Project management or consultancy experience.
- Education PPP/PFI experience
- SPV Management experience
- Understanding of PPP/PFI principles

*Amber is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.*

If you have the drive, commitment and enthusiasm to work with likeminded people and wish to apply for a vacancy please send a copy of your curriculum vitae to [careers@amberinfrastructure.com](mailto:careers@amberinfrastructure.com). Please note we are not always able to respond to all applications.

**Agencies:** We will only consider direct applications from individuals seeking a career with Amber. Our policy is to use only those recruitment consultants that we have established strong relationships with and have agreed procedures in place. We will therefore not respond to approaches from recruitment agencies.