

Investment Due Diligence Provider

This pack will provide you with the information required to assist you with your application.

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1. Advert

Creative England is looking for due diligence providers to help us assess applicant companies from the Games, Film or Digital industries.

Due diligence providers should be experienced financial professionals able to complete comprehensive reviews of our applicants and companies applying for investments through Creative England's Games, Film or Digital programmes. Successful candidates will join a pool of due diligence providers, across England, which our in-house team can call upon to complete financial reviews of applicants from our film, games or digital business programmes. You will be expected to complete site visits with applicants before submitting detailed reports with your findings.

We are looking for reputable industry professionals with the ability to scrutinise and report. To join our pool of due diligence providers you will need to have demonstrable understanding and experience in due diligence. You will also need to meet some of the following criteria:

- ✓ Experience of assessing funding applications, primarily in the creative sector
- ✓ Experience of advising start-up businesses on funding opportunities.
- ✓ Experience working as a financial advisor or in finance management
- ✓ Knowledge of the Film, Games or digital industry

Do you have the experience and skills to join our pool of experts? If you match our requirements and would like to join our pool of due diligence providers then Creative England would like to hear from you!

Creative England promotes cultural diversity and equal opportunities for all



2. Fee/Contract

This is a freelance offer; Creative England will cover essential travel and accommodation costs required for this role and you will be paid a negotiable rate.

Location: Site visits will be across the English regions, dependent on applications

3. How to Apply

Please apply by CV and cover letter, ensuring that you meet a majority of the criteria set out in the person specification. You should also include your contact details and details for two business references (preferably emails).

You should email your application to jobs@creativeengland.co.uk OR post (registered only) FAO Caroline Hinds, HR & Operations Manager, Creative England, The Greenhouse, Pod 52, 111 Broadway, MediaCityUK, M50 2EQ. The deadline for applications is Monday 18th May (midday). No late applications will be accepted.

You will receive an acknowledgement email within a few days. You will then be contacted by Mid June 2015 if you have been shortlisted.

It is company policy to only contact shortlisted candidates, we do not provide feedback at application stage.



4. About Creative England

Creative England is dedicated to the growth of the creative industries. We invest in talented people and their creative ideas, nurturing our richly diverse games, TV, film and digital media industries. From direct investment and soft loans to business mentoring; we champion the best ideas of talented people and their businesses.

With offices in Salford, Birmingham, Bristol, Brighton, Sheffield, Pinewood and Elstree Studios, we are a national company with strong local and regional links.

What we do?

- ✓ Grow talent and businesses
- ✓ Address market failure and raise ambition
- ✓ Build the right climate for creative industries to thrive

Why we do it?

Because England's creative businesses are already a big success. They generate jobs, profile and value. They drive innovation. We can help raise their ambition further. But some are under-capitalised and under-skilled. They need better access to mentoring, infrastructure, business planning, finance, markets, new ideas and wider networks. We help provide it. And because there is a damaging inequality of access to these things between London and the rest of the country, talent is wasted, opportunities are lost. We believe London's world position should benefit the whole country

For more information on the company and our activities in other creative sectors:

www.creativeengland.co.uk



5. Service Specification

Creative England follows a rigorous investment process whereby applications are assessed by Creative England and industry experts. Applications recommended for award are taken to an Investment Committee where they are discussed before being approved or declined. The role of Creative England's investment committee is to review, scrutinise and assess the recommended investments in line with the criteria of the specific funds along with the aims and objectives of Creative England.

Following approval at Investment Committee applicant companies undergo due diligence before contracting takes place. Applicant companies will vary depending on the appropriate investment programmes; including games companies, production companies and digital businesses. More details of our funding programmes can be found on our website <http://www.creativeengland.co.uk/>.

Our in-house team will call upon due diligence providers to complete financial reviews of applicants from our film, games or digital business programmes. If successful you will be expected to complete site visits with applicants before submitting detailed reports with your findings. You will be sent relevant papers and procedures to do this.

As a due diligence provider you will be required to sign a non-disclosure agreement.

This specification is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

What are we looking for?.....

PERSON SPECIFICATION

We are looking for reputable industry professionals with the ability to scrutinise and report. To join our due diligence provider pool you will need to have demonstrable understanding and experience in due diligence. You will also need to meet some of the following criteria:

- ✓ Experience of assessing funding applications, primarily in the creative sector
- ✓ Experience of advising start-up businesses on funding opportunities.
- ✓ Experience working as a financial advisor or in finance management
- ✓ Knowledge of the Film, Games or digital industry

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