
JOB DESCRIPTION

Job Title: Portfolio and Investment Analyst

Grade: C

Department: Social Investment, Impact Accelerator

Responsible to: Investment Manager

Budgetary responsibilities: n/a

Responsible for: n/a

Main purpose of job

To support the assessment, disbursement and management of social investments in charities, strengthening their resilience and enabling greater social impact. To continually build expertise in social investment, social impact and credit analysis, predominately working with the team's existing portfolio, developing relationships, anticipating changes and identify trends to manage risk. Working with colleagues to steward philanthropic capital by aligning funders' goals with the needs of social purpose organisations to drive meaningful change.

Key Job Responsibilities:

Minimum requirements:

- **Work collaboratively** to support the management of existing and new social investments while **developing strong social investment analysis** skills and delivering successful investee outcomes.
- **Assess initial loan eligibility** and manage initial communications with prospective investees.
- **Assist in reviewing loan applications**, conducting initial social impact, organisational and financial analysis to inform the due diligence process and support the preparation of loan proposals.
- **Responsible for the post-approval delivery** coordinating with investees and internal stakeholders to progress investments efficiently from approval to disbursement.
- **Track and monitor** a selection of the social investment portfolio, providing social impact updates, financial summaries and contribute to loan variations where required.
- **Liaise with clients** to keep regulatory and contractual requirements up to date and maintain client records.
- **Collect and organise data** for monitoring and evaluation of social impact, to evidence the role of social investment to donors and other stakeholders.
- **Assist in the preparation and presentation** of reports and materials for the team.
- **Demonstrate a can-do approach**, taking ownership of continuous professional development and knowledge sharing.
- **Support on broader cross-team initiatives** with colleagues across the Impact Accelerator and

build relationships across the wider CAF network.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Date: February 2026

PERSON SPECIFICATION

Job title: Portfolio and Investment Analyst

Date: February 2026

Attributes	Essential ✓	Desirable ✓	How Evidenced [†]
Experience Experience of working in a financial, business or charity environment. Experience of gathering information and using it to form a judgement. Experience of convincing and persuading others to buy, invest or fund activities. Voluntary sector experience gained as either an employee or volunteer. Experience of managing relationships with borrowers. Experience of attracting new funders and managing funder relationships.	✓	✓ ✓ ✓ ✓ ✓ ✓	A/C A/C A/C A/C A/C A/C
Qualifications Degree level qualification or equivalent experiences Finance qualifications	✓	✓	A/E A/E
Training n/a			
Specialist Skills/ Ability/Knowledge Able to interpret financial information and assess risk. High level of numeracy. Confident in communication skills both internally within CAF and externally. Able to influence others. Experience in writing reports. Commercially aware and prepared to help create new products or services to meet market needs.	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓	A/C/T A/C/T A/C/T A/C/T A/C/T
Communication Ability to confidently develop new relationships with organisations and people that have had no previous contact with CAF.	✓		A/C
Personal Qualities Ability to understand and empathise with a range of social needs and charitable activities. Committed to continuous professional development. Self-motivated and can demonstrate adaptability/flexibility. Team player.	✓ ✓ ✓ ✓ ✓		C C C C C
Special Conditions On occasions may be required to work longer hours to meet	✓		C

deadlines			
Prior to Appointment All posts: <ul style="list-style-type: none"> • Credit Check • Sanctions Check • Basic DBS Check • Employment References • Medical Clearance • Right to Work in the UK 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		R/E
FCA Approved Posts: <ul style="list-style-type: none"> • Standard DBS Check 	<input checked="" type="checkbox"/>		

✓ Tick either the Essential or Desirable column as appropriate for each attribute

† Insert the code from the key below for how you intend to assess this requirement e.g. at interview, via references etc.

Key

R = References, E = Evidence/Certificates, A = Application, C = Competency Interview, T = Testing/Assessment