



JOB DESCRIPTION

Position Title: Manager/ Senior Manager

Role type: Permanent

Location: Edinburgh

Introduction

The Sustainable Finance Team of the Green Investment Group Limited (GIG) is seeking a highly motivated Manager to help the Head of Sustainable Finance to set up, develop and run the Green Bank Advisory function, ensuring processes and procedures are implemented to deliver the key objectives. This Edinburgh-based role, reporting to the Head of Team, will involve helping to set up the processes, building and maintaining a bank of materials for use externally and internally, researching and producing papers and reports and other related projects as required.

You will have 5-10 years' professional experience and a background in Government Affairs and/or consulting would be useful but not essential.

You will be educated to degree level or equivalent, with strong interpersonal, analytical and numeracy skills. Highly organised you will have a proven ability to work on multiple projects with limited direction. You should be tenacious and logical with a basic understanding of Green finance issues and commitment, interest and desire to deepen this.

You will also have a proven ability to make connections and links internally and externally, the ability to think strategically and innovatively and be a constructive and team orientated individual who can contribute positively to a small team

Role	Manager / Senior Manager
Purpose of Role	<ul style="list-style-type: none">To support the Head of Sustainable Finance to set up, develop and run the Green Bank Advisory function, ensuring processes and procedures are implemented to deliver the key objectives
Key Responsibilities	<ul style="list-style-type: none">To set up processes to maximise the leads and contacts which are generated by the Head of Sustainable Finance, ensuring these are followed up and both internally within Macquarie and externallyTo act as first point of contact for any questions or queries from contact, clients and colleaguesTo build and maintain a bank of collateral materials which can be used internally and externallyTo research and produce papers and reportsTo report and manage programme and project schedulesTo provide inputs for internal Risk and governance forumsTo assist with any other reasonable work or projects as required by your Line Manager and the Senior Management Team
Reporting Line	Head of Sustainable Finance
Deliverables/Measures of success	Between 5 and 8 that reflect key KPIs for the role
Key Requirements	<ul style="list-style-type: none">Educated to degree level or equivalentStrong interpersonal skills, demonstrated through interaction with a variety of Stakeholders at different levelsStrong analytical and numeracy skills



	<ul style="list-style-type: none">• Highly organised with an ability to work with limited direction• Ability to work on multiple projects simultaneously• Tenacious and logical approach to information gathering and analysis• Ability to make connections and links internally and externally• Interest in developing client and presentation skills• Basic understanding of Green finance issues and commitment, interest and desire to deepen this• Ability to think strategically and innovatively• Constructive and team orientated individual who can contribute positively to a small team• Background in government affairs and consulting would be useful although not essential.
Location	<ul style="list-style-type: none">• Edinburgh

Green Investment Group (GIG), a member of Macquarie Capital, is a specialist in green infrastructure principal investment, project delivery and portfolio management, and related services. Its track record, expertise and capability make it a global leader in green investment, dedicated to supporting the growth of the global green economy.

Macquarie understands the importance of diversity and inclusion - our long history of success has come from being different. At Macquarie we value the innovation and creativity that diversity of thought brings. The one thing we all have in common is our focus on high performance. If you're capable, motivated and can deliver, we want you on our team.

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To apply for this role, email your CV to Macquarierecruitmentemea1@macquarie.com stating job reference [**Macquarie Capital/ Sustainable Finance Group – Manager, Edinburgh**] in the subject line.