

Tabula Capital Investor Relations

London - March 2021

About Tabula Capital

Tabula Capital, a new arm of Tabula group, was launched at the beginning of 2021 by John Weiss and David Peacock, formerly Senior Partners and Co-Heads of Corporate Credit at Cheyne Capital.

Tabula Capital is focused on the growing opportunity in the development of alternative credit funds that invest in the most liquid credit instruments, including index-based products, using a systematic and quantitative approach. The firm is targeting a first fund launch before the summer.

About the opportunity

We are looking for an Investor Relations candidate to join the Tabula Capital team. Reporting to Tabula group's Head of Investor Relations, the successful candidate will have 3-5 years' experience in alternative investment investor relations/client service, ideally dealing with both UCITS and AIFs.

Tabula is a fast-paced, entrepreneurial environment and this role will require an individual who can excel in a high-pressure workplace. An ability to deal with multiple workstreams and challenges is key.

Key responsibilities:

- Lead the production and development of all client reporting materials, working closely with the Head of Investor Relations
- Prepare and maintain all marketing materials, including factsheets, presentations, website, KIIDs, DDQ. Ensuring all materials are kept up to date
- Assist with inbound investor enquiries, ad hoc questions, and standard due diligence materials
- Provide detailed briefing information on clients and their portfolios in advance of their meetings with portfolio managers
- Host client interactions, including in-person/virtual update meetings and conference calls.
- Arrange, organise and host on site/virtual due diligence meetings
- Assist the distribution team with the smooth on-boarding of clients
- Ensure all investor and prospect interactions are recorded in the CRM system
- Ensure compliance with appropriate regulations, policies and procedures
- Develop and maintain client reporting for the Executive team

Required skills and experience:

- First class academic background
- Previous experience in alternative investments preferred, ideally dealing with both UCITS and AIFs
- Exceptional attention to detail
- Understanding of credit markets and the various credit instruments
- Essential: strong quantitative skills, Microsoft Excel and PowerPoint skills.
- Preferred: ability to use SQL/VBA. Understanding of website CMS.
- Strong communication skills
- Ability to work under pressure

Other requirements

- This role is based in our London office. Permission to live and work in the UK is required.

How to apply:

- Apply via email to careers@tabulaim.com including three bullet points in the body of your email explaining why your experience is relevant to our opportunity.