

AEW CAREER OPPORTUNITY

Fund Analyst

Private Equity Reporting Team

LOCATION: BOSTON

Main Purpose of the Role

Responsible for providing reporting and analysis support to the Portfolio Management and Fund Operation teams, as well as quarterly reporting to investors.

Responsibilities

- Prepare and analyze monthly and quarterly analyses for the Portfolio Management and Fund Operations teams
- Prepare quarterly and ad hoc reporting to investors
- Work closely with IT to leverage and enhance the reporting and analytics tools used for fund and investor reporting
- Assist with creation and updating of investor records in customer relationship management software
- Opportunity to work on other ad hoc projects with the fund team

Skills/Experience Required

- BS in Accounting or Finance required
- 1-2 years of financial modeling experience preferred
- Real estate industry experience a plus, but not necessary
- Solid quantitative financial analysis skills
- Experience interacting with corporate data models via MS Excel or other enterprise reporting tools
- Demonstrated experience working with advanced MS Excel functions (pivot tables, lookups, index match, array formulas, etc.)
- Experience combining multiple data sets together for consolidated reporting
- Strong attention to detail
- Strong oral and written communication skills
- Ability to work effectively and cooperatively as a team member
- Ability to take direction and complete assigned work independently
- Ability to work under deadlines in a fast-paced environment
- Ability to provide input on improving existing processes

AEW Capital Management is an affirmative action-equal opportunity employer.



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Please Note:

We encourage candidates to use AI thoughtfully - as a tool to refine their work, not replace their voice - and we use AI responsibly in our hiring process to support fair, human-led decisions.

AEW is unable to consider candidates for employment who currently need, or will need, sponsorship to be employed in the United States.

Compensation

At AEW, your base pay is one part of your total compensation package. The base pay for this role is between \$75-85K. Your actual base pay will depend on your skills, qualifications, experience, location, internal equity, and market conditions. Additional compensation and benefits include:

- Annual cash bonus opportunity
- Eligibility for health insurance (medical, dental, vision)
- 401K plan with match and employer-funded retirement account
- Employee Assistance Program
- Tuition relief
- Parental leave
- Flexible time off and eligibility for hybrid work for most roles
- Matching gift and volunteer programs