

Fund Operations Assistant Controller

Job Title: Fund Operations Assistant Controller

Department: Private Equity Fund Operations Team

Position Reports to: Fund Operations Controller

Direct Reports: None

Interacts more often with: Fund Ops Controller, Finance Controller, Finance Assistant Controller, Portfolio Management, Asset Management, Third Party Audit/Tax

Main Purpose of the Role:

The Fund Operations Assistant Controller is responsible for the accounting, financial and performance reporting completed for the fund series and separate accounts in accordance with AEW Policies and Procedures. Additionally, assisting the Fund Operations Controller with their day-to-day responsibilities, which include the establishment and/or enhancement of AEW Policies and Procedures and firm-wide initiatives for the entire private equity platform.

Key Responsibilities

- Review work completed by the Finance Team to ensure the accounting, financial and performance reporting completed for fund series and separate accounts are completed in accordance with their reporting needs
- Participate regularly in discussions with the Finance team to ensure reporting needs for fund series and separate accounts are met
- Actively manage the reporting for fund series and separate accounts
- Assist with the preparation of investor and consultant inquiries
- Assist with the onboarding of new clients, which includes coordinating with Legal & Compliance, Investor Relations and Portfolio Management
- Preparation of client capital call and distribution notices, quarterly investors statements and other requests
- Preparation and/or review of quarterly reports, annual business plans, annual audit/tax reporting, etc.
- Participate in acquisition/disposition with a focus on preparing/reviewing due diligence analyses and closing statements.
- Build and foster strong relationships with Finance, Portfolio Management, Asset Management, and Acquisitions, as well as Joint Venture Partners and Audit/Tax.
- Participate in establishment and/or enhancement of AEW Policies and Procedures for the entire private equity platform, as well as related technology and other firm-wide initiatives
- Participate in or lead Fund Operations group projects

Skills & Competencies

- Bachelors and/or Master's Degree in Accounting
- Excellent knowledge of accounting fundamentals
- Excellent financial analysis skills
- Excellent computer skills including Excel

- Excellent attention to detail
- Excellent 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
- CPA preferred
- Minimum of 1 to 2 year of public accounting, plus 4 to 5 year of private equity preferred