

Fund Operations - Fund Analyst

Job Title: Fund Analyst

Department: Private Equity Reporting Team

Position Reports to: Head of Fund Operations

Direct Reports: None

Interacts more often with: Head of Fund Operations, Fund Operations Controller, Fund Operations Assistant Controller, Portfolio Management, Information Technology

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.

Key Responsibilities

- Prepare and analyze monthly and quarterly analyses for the Portfolio Management and Fund Operations teams.
- Prepare quarterly reporting to investors.
- Work closely with AEW's Investor Relations team and Portfolio Managers on the fund's marketing efforts including preparing fund presentations and researching prospective investors.
- Work closely with IT to leverage and enhance the reporting and analytics tools used for fund and investor reporting
- Significant opportunity to work on other ad hoc projects with the fund teams.

Skills & Competencies

- BS in accounting or finance required.
- 1-2 years of financial modeling experience required.
- Strong quantitative financial analysis skills.
- Experience interacting with corporate data models via MS Excel or other enterprise reporting tools.
- Demonstrated experience working with advanced Excel functions (vlookup, NPV, XIRR, Array Functions, etc.)
- Experience combining multiple data sets together for consolidated reporting
- Able to work independently and manage time effectively.
- Able to manage multiple deadlines and priorities.
- Strong interpersonal and communication skills.
- Able to work effectively and cooperatively in a team environment.
- Provide constructive input on improving existing processes.
- Strong work ethic with desire to advance.
- Real estate industry experience a plus, but not necessary.