

Finance Assistant Controller

Job Title: Finance Assistant Controller

Department: Private Equity Finance Team

Position Reports to: Finance Controller

Direct Reports: Senior Finance Associate, Experienced Finance Associate, Finance Associate

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

Main Purpose of the Role:

Manage a group of three (3) to four (4) Finance Team Associates. The Finance Assistant Controller is responsible for the accounting, financial and performance reporting completed for a portfolio of investments across all product types, fund series and separate accounts in accordance with AEW Policies and Procedures. Additionally, assisting the Finance 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

- Lead and supervise three (3) to four (4) Finance Team Associates ensuring the accounting, financial and performance reporting completed for a portfolio of investments, fund series and separate accounts aligned with, are completed in accordance with AEW's Policies and Procedures
- Participate regularly in discussions with the Fund Operations teams to ensure reporting needs are met on fund series and separate accounts aligned with
- Preparation and/or review of fund financial statement, quarterly investment updates, annual business plans, annual audit/tax reporting
- Participate in acquisition/disposition transactions with a focus on reviewing closing statements and relevant transaction entry
- Build and foster strong relationships with Fund Operations, Asset Management, Acquisitions, as well as Property Managers, 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 Finance group projects
- Mentoring, training and development of the Finance Team Associates

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