

## Fund Operations - Fund Analyst

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**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 and ad hoc reporting to investors.
- Work on creation and updating of investor records in customer relationship management software
- 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 (pivot tables, VLOOKUP, index match, array formulas, 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.