

## Human resources

### FO Job description

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|-----------------------|---|
| <b>Department:</b>    | Data Capture and Analytics (DCA)  |
| <b>Title:</b>         | DCA Analyst   |
| <b>Level:</b>         | Analyst   |
| <b>Reporting to:</b>  | Team Leader, Data Capture and Analytics (with local support)  |
| <b>Contract type:</b> | Permanent   |
| <b>Office</b>         | Dallas, Texas   |
| <b>Role Purpose:</b>  | Working within the Data Capture and Analytics team, responsible for achieving timely, accurate and high-quality analysis of financial statements and associated reporting |

#### Tasks and responsibilities:

- Have a clear understanding of the Private Equity industry and Fund structures in order to be able to formulate questions to the Fund Managers regarding transactions and financial statements and be able to make independent judgements and formulate answers when not clearly provided
- Have a clear understanding of Colmore's Fee Tracking and Validation service (FAIR) in order to be able to extract the relevant data, populate the existing FAIR template and produce the necessary reporting
- Have a clear understanding of the existing reporting and cash flow processes and procedures in order to be able to effectively use the existing report review and cash flow processing templates
- Be capable of independently performing analyses of financial statements and capital account movements, extracting correct quantitative and qualitative information from financial reports and discussing reporting issues with Fund Managers, as required
- Have a clear understanding of the cash management function of the funds; be able to analyze and process daily cash transactions and support the treasury team when required
- Have a clear understanding of client reporting requirements and client deliverables
- Be capable of reading the Limited Partnership agreements, finding and summarizing relevant information
- Be able to work with minimal supervision and perform and complete tasks independently and knowing when to escalate issues
- Liaise closely with other internal departments to ensure timely and accurate client reporting
- Ensuring the quality and integrity of the data on the system is maintained
- Any other duties commensurate with the nature and position of the post

#### Experience / background:

- Experienced in working within a fast-paced service-oriented organization
- Bachelor's degree in business/finance/management related discipline
- Minimum of 2-5 years' experience in financial industry
- Must be capable of interpreting a set of financial statements
- Experienced in working with multiple tight deadlines
- Experienced working with MS Office applications
- Advance formula/VBA skills (desirable but not essential)
- Experienced in new client onboarding (desirable but not essential)

#### Language skills:

- English (fluent – oral and written)
- German (desirable but not essential)

**Competencies** (apart from being a team player, high energy level, self-starter, quick grasp, etc):

- Must be analytical and able to work on own initiative
- Must have the ability to operate within a continuously evolving and competitive business environment
- Must be able to integrate quickly into a new working environment
- Must have the ability to work accurately under pressure and to meet client deadlines
- Must be proactive in managing workloads and addressing potential issues
- Must be able to take ownership of delegated responsibilities
- Must be capable of communicating clearly and effectively both internally with other departments, and externally with clients, investors and fund managers, both orally and written
- Must be committed to high quality and service orientation
- Must have good organizational skills with the ability to multitask

**Management of people:** None

**Job specifics:** To be discussed

**Compiled by:** Elaine Cooper-Cunningham      **Date:** June 2018