

## Human resources

### FO Job description

<b>Department:</b>	Investor Insight
<b>Title:</b>	Investor Insight Associate
<b>Level:</b>	Associate
<b>Reporting to:</b>	Team Leader, Investor Insight (with local support)
<b>Contract type:</b>	Permanent
<b>Office</b>	Birmingham, UK
<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
- Analyzing Fund Limited Partnership agreements, extracting and documenting relevant information
- Manage client deliverables and co-ordinate with other operational teams across multiple offices globally
- Analyze and review monthly, quarterly and annual financial statements and capital account movements, including all supporting working papers and disclosure documents, extracting correct quantitative and qualitative information from financial reports and discussing reporting issues with Fund Managers, as required
- Be competent in analyzing the performance of a fund using various performance metrics
- Be competent in analyzing the performance of the portfolio companies using various financial metrics
- Have a clear understanding of the cash management function of the funds; be able to record and analyze transactions and support the treasury team when required
- Have a clear understanding of client reporting requirements and client deliverables, including supporting the preparation of client service plans, calendars and timelines
- Confidently prepare and/or review detailed numerical and written reports for external circulation to clients
- 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 including UK GAAP, US GAAP and IFRS
- Experienced in working with multiple tight deadlines
- Experienced working with MS Office applications, advanced MS Excel knowledge

- Advance formula/VBA skills (desirable but not essential)
- Experienced in new client onboarding (desirable but not essential)
- Experience in regulatory reporting e.g. Solvency II, CRR/CRD, VAG reporting (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 a solid attention to detail
- 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 manage tight internal and 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

<b>Management of people:</b>	None
<b>Job specifics:</b>	To be discussed

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