

Human resources

FO Job description

Department:	Accounting, Fund Services
Title:	Fund Accountant – Senior Analyst
Level:	Associate
Reporting to:	Vice President
Contract type:	Permanent
Office	Birmingham, United Kingdom
Role Purpose:	Reporting into a Vice President, this role will primarily support accounting, reporting, treasury, audit and tax functions of allocated private equity fund of funds (primary and secondary), direct investment funds, clean energy funds, structured products, private credit funds and Luxembourg investment vehicles.
Tasks and responsibilities:	
<ul style="list-style-type: none"> • Prepare quarterly management accounts for Clients' managed funds on an accrual basis • Develop a clear understanding of Client reporting requirements, the structure of the existing reports and Client deliverables • Maintain accounting records and ensure accuracy and completeness of data • Develop knowledge of Colmore's existing processes and procedures to ensure maximum effectiveness • Prepare timely and accurate year-end support files for annual audits, as required • Prepare draft annual financial statements in accordance with UK GAAP, US GAAP, Canadian GAAP and Lux GAAP • Liaise with auditors and tax advisors to ensure delivery of completed "Provided by Client" lists and timely completion of audit and tax engagements • Prepare and maintain performance returns for all funds in a timely manner • Document, maintain and update accounting procedures and templates • Complete jurisdictional regulatory returns as and when required • Develop a clear understanding of the cash management function of the funds • Liaise closely with other Colmore departments and Clients to ensure timely and accurate settlement of payments • Work with and provide support to the Treasury team as and when required, including but not limited to: performing bank reconciliations, Cash Management Reports, daily liquidity monitoring, invoice and payment set-up • Any other duties commensurate with the nature and position of the post 	
Experience / background:	
<ul style="list-style-type: none"> • Professional accounting qualification preferred but not essential • Private equity knowledge preferred but not essential • An understanding of fund/group structures preferred but not essential • Good working knowledge in a similar environment, ideally financial services • UK or US GAAP working knowledge is essential and Canadian GAAP or Lux GAAP is desirable but not essential • Experience with FIA (Front Invest Analytics) ideal, but not required • Good working knowledge of accounting databases/running reports • Competent user of MS Excel and other MS products • Minor trouble-shooting before escalating to a supervisor 	

Language skills:

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

Competencies (apart from being a team player and self-starter):

- Forward thinking, creative, efficient, with a level of business acumen
- Excellent organizational, analytical, communication and interpersonal skills
- Flexible team player but equally able to work independently and with minimal supervision
- Ability to work accurately under pressure and to meet tight deadlines, whilst maintaining commitment to quality

Management of people: None**Job specifics:** To be discussed**Compiled by:** Azmi Hameed **Date:** December 2018