

About Colmore

Colmore, a Preqin company, was founded on one idea: to empower those who invest in private markets. To make it more accessible and transparent. Private investments that are, well, a little less private and little more open. With customers at the center of our decision making, we are building industry-defining products and services for the fintech era, designed to give investors control, clarity, and confidence. We've expanded rapidly, growing our team, year on year. We are building a business for the long-term. We need your help to achieve our goals.

We operate from four offices located in New York and Dallas in the US, and London and Birmingham in the UK. Our team employs more than 200 professionals, with the business monitoring over 3,000 private market funds and 40,000+ holdings.

Role Overview:

As a Co-Head of Fund Administration, you will be part of a high growth, high impact team focused on oversight of all operational functions within the Fund Accounting team. Reporting to our Head of Operations, you will be responsible for overseeing day to day operations while also serving as a motivating and inspirational leader for a high energy team. Your intuition for what it takes to turbocharge the operating model of the Fund Administration practice will be critical to your success. Backed by Preqin's dominant industry-leading position in alternative asset data, your focus will be to build a platform for Colmore's continued growth.

The Impact:

As The Co-Head of Fund administration, you will have the immediate leadership impact on one of the fastest growing functions at Colmore. This role has high visibility into the top levels of the organization and will be a launching pad to make real meaningful impact in a dynamic environment.

Roles and Responsibilities:

- Oversee day-to-day functions including external reporting, audits, tax compliance, administration, expense management, reconciliation, NAV oversight, and regulatory reporting through direct oversight.
- Provide management reporting, and other reporting as needed.
- Oversee relationships with key service providers including fund accountants, administrators, custodians, tax services providers and independent auditors.
- Evaluate and develop control procedures. Review and implement actions to prevent errors within the department. Document standard procedures.
- Identify and prioritize areas for streamlining and / or automation to ensure a scalable Target State Operating Model.
- Establish performance objectives and expectations for each position within Fund Administration consistent with Colmore goals.
- Mentor talent by coaching, training, developing and providing performance feedback to team members. Act as a representative of Colmore's values and culture. Make compensation recommendations for team members and hire and terminate associates as needed.
- Act as main client point of contact for high level fund accounting matters and to collect key insights from clients.
- Partner cross functionally with other teams at Colmore including engineering, other operations teams, and business development to ensure growth of the platform.
- Represent Colmore at select industry events.
- Participates in special projects and performs related duties as assigned.

Requirements:

- Minimum 10+ years fund accounting operations experience, preferably within the private equity industry, minimum 5+ years of management responsibilities.
- A professional qualification, (ACA, ACCA, CFA) is preferable but not a requirement.

- Degree in accounting or other relevant area is required.
- A highly effective leader with strong communication skills, with the ability to galvanise, motivate, and engage a large and growing team to deliver innovative solutions and optimize performance.
- Ability to recommend and lead change in operational requirements and develop business cases for new processes, organizational design, and/or technology solutions to present to senior leadership for decision making.
- Unwavering employee and customer focus with a passion for delivering best in class customer outcomes.
- Ability to prioritize and delegate initiatives that maximize ROI across the Target State Operating Model.
- Track record of demonstrating integrity, ethics and adherence to company values.
- Self-starter personality that has a strong bias for action.
- Confident with managing stakeholders, internal and external, at a very senior level and well versed with presenting.
- Exceptional attention to detail.
- Proficient in Microsoft Office.

Benefits:

- Fulltime employees are entitled to 25 day annual leave plus 8 days for Public/Bank holidays
- Access to the Group Income Protection, you will be added to the scheme from day 1 of your employment and entitled to the benefit after successful completion of probation. Employee receives 75% of their salary after company sick pay expires
- Upon commencement of employment you will be eligible to be covered by the Company's Life Assurance scheme which, in the event of death whilst employed by Colmore will result in your nominated beneficiary receiving four times your salary.
- After successful completion of probation and at the company's discretion, you will be eligible to receive private medical cover. The cost of cover will be met by the company. Employees need to beware that this is a taxable benefit.
- Travel Insurance – automatically enrolled into the benefit on your first day of employment.
- Automatic enrolment Group Pension Scheme – after successful completion of probation. Both you and the company will contribute, by means of monthly payments, 5% of your base salary. In addition you can make additional voluntary contributions which the company will match again up to a maximum of an additional 5%. So that maximum company contribution is 10% of your annual salary.
- Employee Assistance program – effective from the first day of your employment
- Health Cash Plans
- Access to a Will Writing service
- Quarterly Awards scheme (RARE Recognising and Rewarding Excellence) designed to provide employees with an opportunity to nominate colleagues in recognition for demonstrating values and behaviours that are important to the organisation.
- Hiring the right talent across Colmore is key to our success, as a way to promote finding great talent we have a Recruitment referral bonus scheme in place, where you could receive up to \$3,000.

Training and Development:

Colmore offers comprehensive leadership training to all Managers. Our initial training is provided in the first few weeks of joining us and provides you with industry knowledge, coupled with leadership and people management skills. At Colmore we want to grow with our employees by helping to fully develop their talents and abilities.

Values:

At Colmore, our values are the heart of how we serve our clients and our people.

- Performance: Enable, recognise and reward achievements
- Loyalty: To each other
- Conviction: Be emboldened by fact-based decisions

- Teamwork: Take individual ownership and collective responsibility
- Respect: Celebrate our differences
- Tenacity: We persevere despite adversity
- Adaptability: Embrace change