

Join us!

We are looking for a Finance Manager to join our finance team. For the right individual, we're offering an exciting and varied role with lots of scope for development, in a rapidly growing PE firm.

Candidate Profile

You are a qualified accountant with 3+ years post qualification experience preferably including Private Equity. The role involves working closely with a large number of stakeholders and being involved in a wide range of areas across our funds.

It is essential that the candidate is a confident self-starter, with the ability to operate in a dynamic environment. If you are a detail -oriented team player who takes pride in being a part of a small, but energetic and ambitious team, please apply now!

Job Description

- Managing and coordinating quarterly financial statements for Management Company
- Managing LLP expenses, cashflow, sales invoicing and budgeting process
- Responsible for cash and liquidity management and monitoring of expenses to budget
- Co-ordinating management reporting and portfolio reporting packs
- Assisting with valuations and working with the Deal team and FD to compile quarterly reporting packs
- Working with Fund Administration teams to prepare capital call notices to investors
- Supporting the investment team on all Fund transactions - acquisitions, disposals, refinancing, restructurings etc.
- Preparing quarterly investor reporting and responding to other ad hoc requests
- Co-ordinating the annual audit for the Funds, Management Company and related co-investment vehicles
- Ensuring we track and respond to investor requests in a timely manner
- Working with advisors, portfolio companies and other stakeholders on adhoc requests projects
- Assisting with US implementation and development of our US office
- Assisting with compliance and tax reporting requirements
- Working with FD in developing the finance team functions and current projects

Salary: £70 - £80k depending on level of experience plus excellent benefits package

Location: Marylebone office, London

Reporting to: Director of Finance

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