

<b>Position Title</b>	Finance Manager, Real Assets
<b>Position reports to</b>	Financial Controller, Real Assets
<b>Salary</b>	TBC
<b>Location</b>	Oxford
<b>Position type</b>	Permanent

## Business Overview

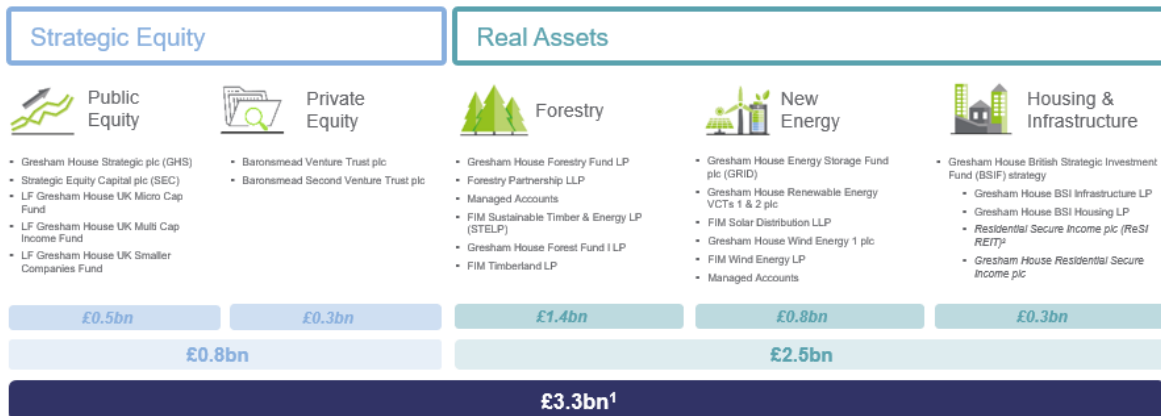
Gresham House is a specialist alternative asset manager providing funds, direct investments and tailored investment solutions, including co-investment across a range of highly differentiated alternative investment strategies. Our expertise includes strategic public, private equity (private assets), timber, renewable energy, housing and infrastructure. We aim to deliver sustainable financial returns and we are committed to building long-term partnerships with our clients to help them achieve their financial goals.

From a standing start in December 2014, through a combination of acquisitions and organic growth, the Gresham House business has grown exponentially, with assets under management now at c.£3.3 billion, (30 June 2020), providing a strong and scalable platform from which to continue to grow. The team is delivering on its objectives and now has c.120 employees working in London, Oxford and Perth in Scotland.

The business divides into two divisions - Strategic Equity and Real Assets:

**Gresham House is a fast growing specialist alternative asset management group, quoted on the London Stock Exchange (GHE.LN), providing funds, direct investments and tailored investment solutions, including co-investment.**

- Specialists in five areas of alternative investment
- Growing organically and through acquisition, expanding our shareholder base and developing our investment pipeline
- Committed to operating responsibly and sustainably, building long-term value across our portfolio



1. As at 30 June 2020  
2. Launching Q4 2020

## Role Objective

The role will be to take responsibility for a mixture of Forestry funds, individual managed Forestry client accounts, Renewable / New Energy funds and Infrastructure Funds in the Real Assets Division. This role will work closely with the other Finance Managers and Financial Controllers in Real Assets to ensure a coordinated approach.

This will include the management of your own clients / funds, and the supervision and review of the work of Finance Assistants working on your clients, producing management and statutory accounts. The role will ensure that all reporting to internal Boards and external investors is completed in an accurate and timely matter.

## Key Responsibilities / Accountabilities

### Accounting / reporting

#### 1. Limited Partnerships / Limited Liability Partnerships

- Prepare quarterly accounts and assist with preparation of the investor reports for the LP / LLP funds with the Investment Director
- Managing the annual audit of the LP / LLP funds and General Partner / Designated Member companies
- Taxation: assist with production of annual investor taxation statements and issue of these within 3 months of the end of the tax year
- There will be opportunities to become involved in investment appraisal and valuation and work with the Investment Team to provide value enhancing opportunities to the LP funds including involvement in developing new fund-raising proposals
- You may also talk regularly to the investors in these LPs / LLPs and provide them with explanations and information

#### 2. Direct Managed Accounts

- Responsible for the statutory and quarterly reporting for several large direct managed accounts (£50 - £250m), which may include an overseas account in Ireland and several large corporate and Family Office investors
- There are around ~50 managed accounts ranging from £1m - £25m: these are mainly reported annually but there will be ad hoc reporting for certain clients

#### 3. Listed plc funds

- Gresham House run statutory reporting and quarterly management reporting for some listed funds
- You will run the day-to-day financial operations of some of the subsidiary companies within these listed funds (~40 companies in total). This will include all financial arrangements of these companies
- There will be acquisitions and disposals within these funds: you will work with the Investment Team, Finance Directors and Financial Controllers to ensure these acquisitions are successfully integrated

### Finance Operations

- You will provide quarterly accounts and ensure banking, accounting and VAT arrangements are operating effectively
- Ensuring strong control of bank payments and other budgetary controls
- Constant review of business improvement opportunities
- Assist with the management of an audit and tax programme across several audit firms for multiple clients
- Ensure timber harvesting processes are working effectively and are closed down on a timely basis
- Ensure Board Reporting “dashboards” and other information is delivered on a timely basis
- Assist with Head Office finance activities on behalf of GH plc as needed including budgeting, reporting and forecasting

### Investor relations

- Responding to Investor queries on both the management accounts and LP / LLPs

### Investment support

- Maintain IRR and Total Return models for the Limited Partnership Funds and other funds as appropriate

### Other, including but not limited to

- Maintain regulatory data including the assistance with preparation of FCA returns for some of the forestry funds
- Preparation of relevant board minutes / resolutions with the assistance of the Administration team and working with the Finance Director / Financial Controllers in Real Assets to ensure Company Secretarial matters and filings are up to date

### Skills & Experience

- ACA / ACCA / CIMA (or equivalent)
- At least 2 years PQE in a multi business environment which operates at pace
- Statutory accounting knowledge and good knowledge of VAT and tax
- Strong aptitude for numbers and it would be useful if you have experience of complex legal structures
- Strong IT skills - Excel and Powerpoint
- Excellent attention to detail combined with strong organisational and time management skills
- Efficient, reliable and thorough approach
- Drive and initiative - the desire to add value, proactive approach
- Able to communicate effectively and adapt to anyone within the broader team

### Personal Attributes

- Be efficient, reliable and thorough
- Drive and initiative - the desire to add value, proactive approach
- Fast paced - ability to work on a variety of tasks with tight deadlines
- Commitment to the business and the team - the ability to contribute over and above the job alone
- Strong intellect - the ability to analyse and distil information quickly and effectively
- Able to communicate effectively and adapt to anyone within the broader team

*Gresham House is an equal opportunities employer and encourages all qualified candidates to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities. Gresham House is dedicated to encouraging a supportive and inclusive culture amongst all our employees.*

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