

JOB DESCRIPTION

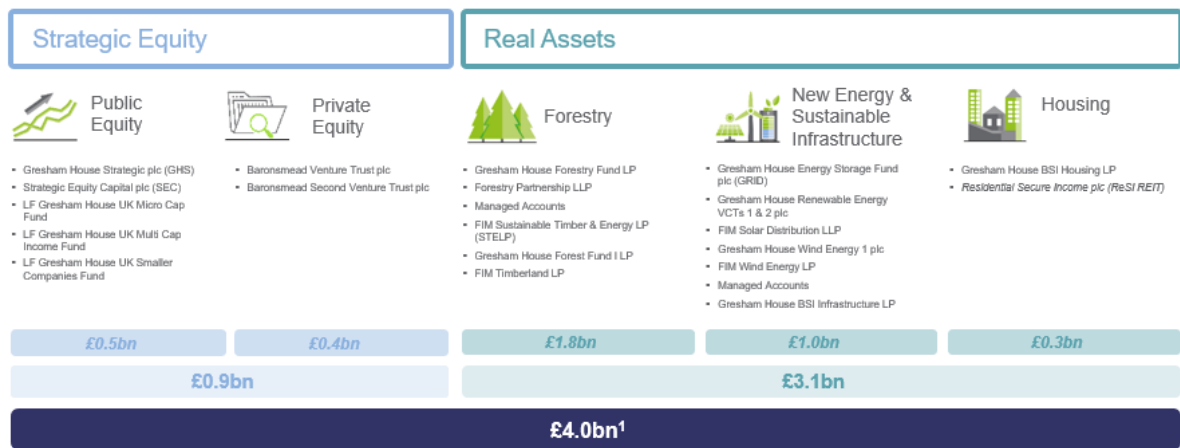
Position Title	Finance Manager, Housing
Position reports to	Finance Director, Housing
Salary	TBC
Location	London
Position type	Permanent

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.£4.0 billion, (31 December 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:



1. As at 31 December 2020

Role Objective

The division has ambitious plans for growing its assets under management. The role will assist the Finance Director on fund activities, for instance to implement improvements in the management reporting, performance analysis of key outsourcing providers, and support on the set up of new funds currently in process.

Key Responsibilities / Accountabilities

- Collating authorisations and administration of payment runs and ensuring cost control processes are robust
- Cash management and payment approvals
- Data analysis of monthly management accounts produced by the Fund Administrators
- Review of the monthly management accounts & other group reporting
- Review of VAT return and partial exemption calculation prepared by Administrators
- Assist in the budgeting / forecasting process
- Work with FD to set up new monthly reporting pack, including KPIs and performance metrics along with commentary and variance analysis
- Preparation of the statutory annual accounts & interim financials
- Work with the property managing agents and internal property team on understanding of their outputs and optimisation of processes
- Maintain operating expenses review spreadsheet
- Assist with compilation of board packs
- Working with Finance Director and others to improve cost base in the Funds and understand opportunities for cost improvement or valuation creation implementation of best practice sustainability and ESG reporting within the funds and their investee companies.
- Ad hoc tasks for set up of new fund raising / debt
- Any other tasks as directed by the Fund Managers and Finance Director

Key Relationships

- Finance Director, Housing
- Fund Managers Housing Team

Skills & Experience

- Qualified accountant (newly qualified)
- Experience in and knowledge of the financial services industry would be a positive
- Strong Excel ability
- Strong analytical, judgement and decision-making abilities
- Strong aptitude for numbers
- Financial modelling experience
- Superior communication and interpersonal skills
- Motivated with high energy and willingness to grow and learn in a fast paced environment
- Strong organisational and time management skills and results orientation

Personal Attributes

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- Ability to work on a variety of tasks with tight deadlines.
- Able to communicate effectively and adapt to anyone within the broader team.
- Demonstrate confidence and gravitas when presenting and dealing with senior people.
- Drive and initiative – the desire to add value, proactive approach.
- Efficient, reliable and thorough.
- Commitment to the business and the team – the ability to contribute over and above the job.
- Strong intellect - the ability to analyse and distil information quickly and effectively.

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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