

Position Title	Business Analyst
Position reports to	Divisional Finance Director, Strategic Equity
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.£6.5 billion, (31 December 2021), providing a strong and scalable platform from which to continue to grow. The team is delivering on its objectives and now has c.185 employees working in London, Oxford, Dumfries and Perth in Scotland and Dublin.

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



1. As at 31 December 2021

Role Objective

Gresham House manages a number of funds including eight Venture Capital Trusts. Gresham House outsources the accounting for the majority of funds to external administrators which allows the Finance team to focus on board reporting, investor reporting, supervising administrators and providing investment support.

The Fund Controller role will take responsibility and manage the finance function for a number of funds in the Strategic Equity division, including the supervision and review of the work of the fund administrators and ensuring that the reporting to non-executive boards and statutory reporting is completed in an accurate and timely matter. The role includes investment support, working closely with the investment portfolio team to prepare valuations and monitor the investment portfolio.

Key Responsibilities / Accountabilities

Investment support:

- Working closely with the portfolio team to produce quarterly valuations packs of investee companies for review and approval at the internal Valuation Committee meeting before being approved by non-executive Board Directors
- Collecting monthly data from investee companies / assisting in the development of a data collection tool

- Creating and updating fund income models ensuring that they agree with the legal agreements
- Liaising with the CFO or FD of underlying portfolio companies to ensure alignment of income models on a regular basis
- Managing the new investment / divestment process
- Working with the New Investment and Portfolio teams to produce management information on portfolio companies to assist them to manage the investments.

Skills & Experience

Forecasting

- Preparing complex forecast models produced for VCT tax compliance monitoring
- Preparing NAV Forecasts for VCT board/plc Board meetings
- Preparing Management fee forecasts for GH board reporting

Accounting / reporting:

- **Baronsmead VCTs**
- Manage the fund administration/Company secretarial relationships
- Responsible for board support including reviewing minutes, matters arising, attending audit/board meetings.
- Responsible for quarterly board reporting
- Responsible for the statutory reporting for the Baronsmead VCTs (Annual and half yearly published report and accounts, and Quarterly fact sheets to shareholders). This involves reviewing the financial statements and analysis prepared by the fund administrators/fund accountant, producing commentary for the report element as well as working with advisers and printers to produce an accurate and professional product.
- Prepare the Chairman's statement and Managers' report for the statutory report and accounts
- Review and contribute to the Baronsmead VCTs quarterly board packs including assistance with the managers' report as required

Investor relations

- Supporting the VCT fundraising offers including liaising with lawyers to produce the prospectus, preparing marketing documents, completing DDQs and VCT review information
- Coordinating the Baronsmead VCT AGMs including preparation of slides
- Responding to Investor queries as needed across the Strategic Equity division
- Supporting the launch of new LP funds and other initiatives in the strategic equity division as required

Limited Partnerships

- Review and manage the quarterly accounts produced by the external administrators as well as contributing to the preparation of the investor reports for the LP funds
- Reviewing the quarterly and annual fund accounts prepared by the administrators for a number of subsidiary companies that form part of the Limited Partnership structures
- Managing the annual audit of the LP fund

VCT compliance requirements:

- Review of monthly VCT tax compliance tests
- Review of annual tax compliance returns
- Preparation of tax compliance checklists for all new investments

Other, including but not limited to:

- Maintain regulatory data including the preparation of FCA returns for the funds
- Reviewing stock reconciliations
- Assist in managing and mentoring junior members of the finance team
- Managing the VCT incentive scheme

Skills & Experience

- ACA (or equivalent)
- 4-6 years PQE
- Strong Academics - First time passes on accounting exams/ Degree educated with at least a 2.1
- Strong aptitude for numbers
- 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
- 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
- Experience with portfolio management tools (E-front) would be beneficial

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
- 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.