

# JOB DESCRIPTION

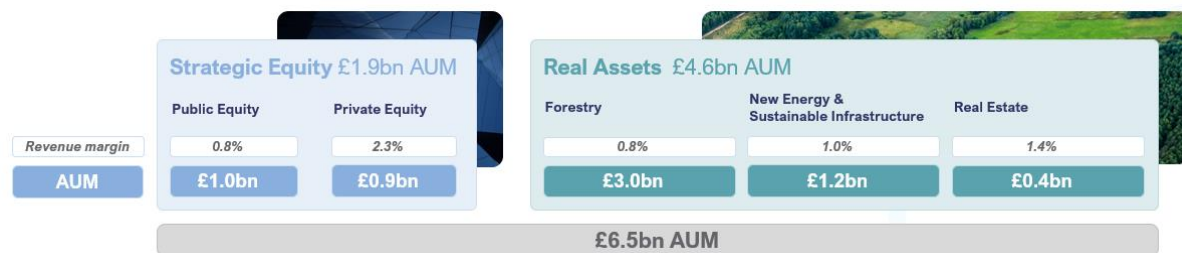
<b>Position Title</b>	Reporting Analyst
<b>Position reports to</b>	Divisional Finance Director, Strategic Equity
<b>Salary</b>	TBC
<b>Location</b>	London
<b>Position type</b>	Permanent

## 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.£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

The current opportunity is for a reporting analyst to be an integral part of the Finance team supporting the Equity Funds and Gresham House Ventures teams. T

An exciting role in a fast-growing specialist alternative investment manager. The candidate will be required to provide analyst support to the strategic equity division with specific responsibility for the public equity funds. The role will have the responsibility of producing investment, marketing, product and regulatory reports to our clients and investor base. The candidate will work closely alongside the Sales and Investment teams.

### Key Responsibilities / Accountabilities

#### Reporting

- Working closely with the fund management teams to produce the monthly review pack/Investment Committee pack/fund reviews/marketing materials and client presentations including commentary where required
- Problem solve and develop solutions for the delivery of automated reporting documents and continuously enhance existing processes
- Proactively manage relationships with internal clients (typically Fund managers and Sales Directors) in analysing requests, as well as compiling and rendering new clients reports and presentations
- Undertake data quality and consistency checks in produced documents
- First draft of Investment Managers reports for statutory reporting
- Responsibility for segregated mandate reporting requirements
- Provide adhoc reporting as required including data provided for DDQs/new models/Bloomberg reports
- Board reporting for the Baronsmead VCTs
- Risk reporting for internal risk committees
- ESG fund analysis – working with our internal Sustainable Investment team alongside an external ESG service provider to determine the wider carbon footprint

#### Forecasting/Analysis

- Run portfolio attribution for the equity funds
- Monitor Dividend in the Income Fund and work closely with the ACD to carry out the annual and average three year yield tests
- Provide management fee forecasts for plc board reporting on a monthly basis
- Cash forecasting and liquidity management

#### New funds

- Assist the operations manager in onboarding new funds/segregated mandates and ensuring reporting requirements are met.

#### Skills & Experience

- 4-5 years PQE
- Preferably university degree holder in Finance/Economics; CAIA/CFA qualification is a plus
- Public markets experience, or at least a strong interest in public markets
- Advanced MS Office skills; additional IT skills (BVA, SQL, Tableau) are a plus
- Previous knowledge use of Bloomberg/Factset/other fund reporting software

#### Personal Attributes

- Be efficient, reliable and thorough
- Excellent attention to detail combined with strong organisational and time management skills. Client service oriented
- Strong aptitude for numbers
- A team player – demonstrating a willingness to support other team members, particularly during periods of high-volume activities
- Drive and initiative - the desire to add value, proactive approach
- Fast paced - ability to work on a variety of tasks with tight deadlines
- 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.*