

Role Profile: Vice President, Finance & Operations (Primaries)

Functional Title: Vice President, Finance & Operations (Primaries)	Rank: Vice President
Department: Fund Operations	Reporting to: Managing Director
Location: Birmingham or Milan	Employment Type: Permanent
About Capital Dynamics:	
<p>Capital Dynamics is an independent global asset management firm focusing on private assets, including private equity (primaries, secondaries co-investments), private credit, and clean energy. Created in 1988, the Firm has extensive knowledge and experience raising closed-ended funds and developing solutions tailored to meet the exacting needs of a diverse and global client base of institutional and private wealth investors.</p> <p>As of Q1 2022, Capital Dynamics oversees more than USD 13 billion in assets under management and advisement and employs approximately 160 professionals globally across 14 offices in Europe, the Middle East, North America, and Asia. Capital Dynamics is a recognized industry leader in responsible investing, receiving the highest marks from the UNPRI for its Strategy & Corporate Governance, and investment strategies. For more information, please visit: www.capdyn.com</p>	
Department Overview:	
<p>Private Equity Primaries:</p> <p>Global primaries invest in mid-market managers that have a proven track record of strong value creation in the businesses owned. In particular, the aim is to acquire companies at reasonable valuations and enhance their value through operational improvements, better management and financial restructuring. Our localized and tailored products reinforce our strong brand presence, and are a testament to the trust and partnership we have built with managers and clients.</p>	
Role Purpose:	
<p>Capital Dynamics is seeking a Vice President, Finance and Operations, to support the Private Equity - Primaries team.</p> <p>The purpose of the role is to assist members of the firm’s primaries team in all fund administration, operations, and reporting, financial, portfolio, valuation, ESG and risk management matters, liaising with portfolio servicing provider Colmore as necessary.</p>	

Tasks and Responsibilities:

For all dedicated primaries funds/mandates (six at present, likely to increase materially), to succeed in this role, you will:

Financial reporting

- Lead the preparation of quarterly portfolio company valuations and their presentation to the firm's valuation committee;
- Prepare quarterly fund reports and accounts for investors, liaising with Colmore;
- Prepare/review financial statements of intermediate holding entities, liaising with Colmore;
- Liaise closely and effectively with Colmore re the preparation of audited annual accounts, co-ordinate the audit process and manage/discharge audit queries.

Portfolio and risk management

- Prepare quarterly risk reports, liaising with the firm's chief risk officer;
- Lead the preparation of the quarterly portfolio quality review including portfolio construction/diversification by country/region, sector, manager/lead GP and vintage year;
- Liaise with Solutions colleagues to ensure integrity of primaries track record data.

ESG reporting and SFDR compliance

- Develop state of the art knowledge to allow the primaries team to be an industry leader in responsible investment;
- Prepare and maintain quarterly responsible investment/ESG ratings analysis for all portfolio companies for inclusion in investor reports;
- Liaise with the firm's responsible investment/ESG officer to ensure SFDR compliance; Establish new protocols for the investment team to follow.

Treasury and liquidity management

- Maintain the analysis of funds' commitment capacity, including the impact of specific reserves, follow-on investment and any so-called "recycling" or "wall-to-wall" provisions;
- Enumerate net active cost and prepare/review quarterly management fee computations and cash headroom/liquidity calculations;
- Maintain the liquidity of the funds and their intermediate holding entities;
- Work with Colmore re preparation of periodic capital call and distribution notices;
- Work with Colmore re use of the funds' liquidity facility, including draw-downs and repayments, optimizing fund IRR having regard to facility headroom and utilization.

Compliance, insurance, legal and regulatory and tax matters

- Work with both internal and external legal, compliance and tax advisors to develop knowledge necessary to choose appropriate legal/tax structures for portfolio company investments;
- Maintain inventory of portfolio company securities and liaise with custodian/depositary as necessary;
- Maintain inventory of portfolio company board seats/representation for the purposes of management of the firm's D&O insurance programme;

- Maintain inventory of intermediate holding entities in an effort to contain entity proliferation, establishment and operating/life costs;
- Maintain management fee income spreadsheet for the purposes of remuneration computation;
- Arrange DAC6 analyses prior to completion of portfolio company investments and assist with tax-related enquiries and regulatory matters;
- Prepare transaction closing certificates and maintain portfolio company capitalization tables.

Limited partner investor interaction

- Spearhead the process of limited partner primaries alongside active funds;
- Assist the preparation of marketing documentation for fundraising meetings;
- Ensure compliance with investor side letters, liaising with the firm's in-house legal and client relations functions; and
- Assist with *ad hoc* enquiries from investors, liaising with the firm's client relations function.

This description is for guidance purposes only. You may be required to fulfil additional roles and perform additional duties as required from time to time.

Skills, Education & Qualifications:

To succeed in this role, you should have:

Skills & Experience

- A minimum of 8 to 10 years' experience working in a similar role, ideally coming from an accounting / finance background.
- A developed understanding of accounting, finance, company valuation and asset management.
- At least five years' relevant experience in accounting, fund management, valuation and/or auditing from a reputable accounting firm and/or asset manager.
- Investment management/private equity experience preferred but not required.
- Strong understanding of private company securities and legal/structural preferences and modeling abilities.
- Strong interest in and understanding of responsible investment and ESG.
- Advanced Microsoft Office skills: Word, PowerPoint, Outlook and Excel.

Education & Qualifications

- Bachelor's degree from top tier institution.

Language

- Must be fluent in English and display superior verbal/written communication skills; and
- German and Italian language skills a plus but not required.

Competencies:

Apart from being a team player, high energy level, self-starter, quick grasp, you will have...

- Highly developed quantitative skills (financial analysis, modelling, valuation and reporting);

- Exceptional attention to detail and ability to produce a high quality work product with a “right the first time” approach uppermost in mind such that reviewers’ input is minimized;
- Strong affinity for and comfort with private company legal documentation;
- Project management and presentation skills combined multi-tasking abilities;
- Highly developed verbal/written communication skills (articulate, balanced and cogent); and
- Ability to complete tasks quickly and efficiently having regard to changing priorities, differing time zones and geographies.

Additional Information:

Job location/travel: Based in Birmingham or Milan with frequent travel between the two offices and occasionally elsewhere (e.g., London, Munich, New York, Paris and Zug).

Diversity and Inclusion:

Capital Dynamics is an Equal Opportunity Employer, and is committed to creating a global diverse workforce. We are a global company with 24 nationalities represented across our staff in 14 offices, spanning North America, Europe, the Middle East and Asia. We believe diversity and inclusion (“D&I”) is key to being better at what we do and our initiatives are designed to attract, develop, and advance talented individuals, regardless of race, sexual orientation, religion, age, gender, disability status or any other dimension of diversity. We welcome and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join Capital Dynamics.