

# Fund Controller (Fund Operations – Private Equity)

To apply, please email your resume and any additional information to [careers@capdyn.com](mailto:careers@capdyn.com)

Role: **Fund Controller (Fund Operations – Private Equity)**

Location: **Birmingham**

Contract Type: **Permanent (Full-time)**

Office based: **up to 3 days per week**

## About Capital Dynamics:

Capital Dynamics is an independent global asset management firm focusing on private assets, including Private equity (primaries, secondaries and co-investments) and Clean Energy.

Established in 1988, the Firm has extensive knowledge and experience developing solutions tailored to meet the exacting needs of a diverse and global client base of institutional and private wealth investors. Capital Dynamics oversees more than USD 14 billion in assets under management and advisement and employs approximately 150 professionals globally across 13 offices in Europe, North America, and Asia.

Capital Dynamics is a recognized industry leader in responsible investment, receiving top marks (Five Stars) from PRI across all categories and investment strategies, as well as achieving strong results in GRESB benchmarking for its clean energy strategy.

## Department Overview:

The Fund Operation team selects, coordinates and monitors external service providers that are involved in the day-to-day operations of the funds and products offered by Capital Dynamics in particular auditors, fund administrators and tax advisors (amongst others). It also works closely with other internal teams like Client Relations, Investment Management, Product Development, Sales, Legal and Compliance in understanding and defining service and reporting requirements for CD funds and clients as well as bringing to market new products. The team currently consists of 8 persons based across New York, Milan, London, Birmingham and Zug.

## Role Purpose:

Capital Dynamics is seeking a Fund Controller to join our Fund Operations team in the Birmingham office.

The purpose of the role is to support the servicing of Fund of Funds investments across all fund operations including reporting, ESG and risk management matters, liaising with fund administrators and other fund service providers as necessary. In addition, you will support the preparations of marketing materials and handling of client request in collaboration with our product marketing and client servicing departments.

### **Key Tasks and Responsibilities:**

- Review and approve quarterly unaudited and annual audited fund financial statements.
- Oversee preparation of the quarterly fund reports for investors, liaising with fund administrator.
- Oversee audit, tax and regulatory compliance processes.
- Maintain the analysis of funds' commitment capacity and liquidity of the funds.
- Work with fund administrator in relation to preparation of periodic capital call and distribution notices.
- Work with fund administrator in relation to use of the funds' liquidity facility, including drawdowns and repayments, optimizing fund IRR having regard to facility headroom and utilization.
- Oversee fund closings and equalizations and ensure compliance with operational provisions of Limited Partnership Agreements.
- Review and approve quarterly management fee computations and fund expenses.
- Review and approve carried interest of waterfalls in accordance with Limited Partnership Agreement.
- Co-ordinate sharing of Fund Handover Forms post-closing of an investment.
- Maintain process controls and compliance with ISAE 3402 assessments.
- Lead and support projects for process and system changes.
- Support preparation of quarterly risk reports, liaising with the firm's chief risk officer.
- Assist the preparation of marketing documentation for fundraising meetings.
- Assist the product development and strategy team in updating fundraising materials and responding to requests for proposals.
- Ensure compliance with investor side letters, liaising with the firm's in-house legal and client relations functions.
- Assist with responding to *ad hoc* enquiries from investors, liaising with the firm's client relations function.

### **Key Competencies:**

- Proven knowledge of the Private Equity industry, preferably with closed ended Fund of Funds.
- 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.
- Ability to complete tasks quickly and efficiently having regard to changing priorities, differing time zones and geographies.
- Advanced Microsoft Office skills: Excel, Word, PowerPoint and Outlook.

- Experience with systems and data migration is desirable.

#### **Education and Qualifications:**

- A minimum of 4 to 6 years' relevant experience in fund administration, fund management, valuation or auditing from a reputable accounting firm and/or asset manager.
- Fully qualified Chartered Accountant preferred.
- Bachelor's degree in discipline preferred, but not essential.
- CFA qualification is a plus, but not essential.

#### **Languages:**

- Must be fluent in English and display superior verbal/written communication skills; and
- Proficiency in another European language; preferably, Spanish, French, Italian, Korean or Japanese is highly desirable.

#### **Diversity & 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 13 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.