

Senior Financial Analyst, Investment Finance

CBRE Caledon Capital Management Inc. ("CBRE Caledon") is a leading infrastructure and private equity investment solutions provider. We create long-term value for clients by accessing and managing high quality investment opportunities and building comprehensive infrastructure and private equity portfolios. Today, our dedicated team of 40+ professionals represents investment capital of over \$10 billion for institutional investors across North America. CBRE Caledon is a separate business unit within CBRE's independently operated investment management subsidiary, CBRE Global Investors. CBRE Global Investors

The Role

The Senior Financial Analyst is primarily responsible for the day-to-day evaluation, accounting and monitoring of the CBRE Caledon Global Infrastructure Fund. This position entails transaction management, processing investment findings and distributions, settlements, valuations, reporting, reconciling and resolving accounting entries and governing the ongoing interactions with investment professionals and external advisors and clients. Reporting to the Investment Finance Manager and working closely with other investment team members, the primary responsibilities include:

Responsibilities

General

- Perform investment operations functions; ensure accuracy of accounting entries, completeness of supporting documentation, agreement of accounting records with transacted amounts and appropriate authorizations are in place to facilitate investment closings
- Ensure timely completion and accuracy of financial statements and reports (quarterly and ad hoc)
- Maintain an ongoing effective working relationship with internal investment staff and externally to ensure issues are discussed and resolved and financial controls and reporting requirements are met
- Act as a subject matter expert for private market operations and investment accounting in an open-end master/feeder fund structure
- Ensure ongoing compliance with tax and reporting requirements and resolve discrepancies
- Interact directly with external professionals such as auditors, tax professionals, bankers, and lawyers
- Execute special projects as needed
- Provide assistance on SMA and/or advisory clients as required
- Recommend operational efficiency improvements where possible

Accounting/Operations

- Partner with other departments to onboard new clients including opening bank accounts, applying for tax numbers, preparing materials needed for welcome packages to new clients, etc.
- Prepare and review financial statements, note disclosures, and entity tax returns
- Coordinate with fund administrator (SS&C) for issuance of capital call notices, distribution notices, financial statements, investor capital account statements and performance reports
- Coordinate, manage and monitor external audit processes
- Prepare, maintain, and review master/feeder fund NAV, NAV per unit, unit register, management fee calculation, and carried interest template
- Review materials prepared by fund administrator including reports, financials statements, etc.
- Perform/review rebalancing transaction calculations
- Manage and maintain all vehicles in the fund structure including, but not limited to, blockers and investment holding vehicles
- Ensure that accounting and reporting requirements are met and in accordance with fund LPA

Qualifications

- Undergraduate degree in Business, Finance or Economics
- Professional accounting designation (CPA) required, CFA and/or CAIA designation an asset
- Minimum of 5+ years of experience in private market investments & operations environment; prior experience in open-end fund products an asset
- Strong knowledge of U.S. and Canadian GAAP as well as of private equity and infrastructure asset classes
- Prior experience dealing with carried interest calculation, management fee calculation, and NAV determination as well as in private equity investment management system (e.g. AltaReturn, Investran) and dealing with fund administrator/custodian
- Understanding of Canadian corporate taxation and tax structuring for private investments an asset
- Strong computer skills including solid grasp of MS Office applications and advanced Excel skills
- Excellent oral and written communication skills
- Strong interpersonal and organizational skills and a high degree of professionalism
- Ability to work independently and as part of a high-performing team

Further, you are an ambitious self-starter, a solid team player with a positive attitude and possess high professional and ethical standards. You endeavour to perform work beyond what is required at your level and are willing to "roll up your sleeves" in an entrepreneurial environment to get work done as necessary. You have a demonstrated ability to be resourceful and persistent in gathering and assessing information and to quickly assimilate knowledge.

If qualified and interested, please submit your resume and cover letter directly to resumes@goffredoconsulting.com

