

## 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
- Manage client relationships as the subject matter expert for private market operations and investment accounting
- Ensure ongoing compliance with tax and reporting requirements and resolve discrepancies
- Review monthly and quarterly compliance certificates for advisory accounts
- Interact directly with external professionals such as auditors, tax professionals, bankers, and lawyers
- Execute special projects as needed
- 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, journal entries, quarterly performance reports, note disclosures, and entity tax returns
- Prepare and review capital call and distribution notices for clients/mandates
- Coordinate with fund administrator 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 fund NAV, management fee calculation, and carried interest template
- Perform bank reconciliations
- Review materials prepared by fund administrator including reports, financials statements, etc.
- Perform/review investor rebalancing calculations
- Prepare/review performance calculations
- Manage and maintain all vehicles in the fund structure including 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 3-5 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.