CBRE CALEDON

Analyst, Portfolio Analytics and Reporting

Reporting to the Vice President, Client Services, the **Analyst, Portfolio Analytics and Reporting** supports the delivery of exceptional service to the firm's institutional investors. This role works closely with other members of the Business Development and Investment teams and contributes to investor relations activities including client service, investor management, onboarding and reporting.

Responsibilities:

Investment Monitoring and Reporting

- Using relevant investment reports, assists with writing first drafts of quarterly updates for client reports
- Liaises with the finance and investment teams to execute and manage internal and external quarterly reporting processes and deliverables including writing first drafts of underlying investment updates, producing the quarterly review package of materials and scheduling meetings
- Produces individual investment performance commentaries for funds and/or direct investments
- Assists with content creation for internal and client reports/requests
- Assists with implementation, ongoing management and updating of the data information system (Altareturn)
- Tracks and disseminates data related to investment activity to internal and external stakeholders as appropriate
- Develops and/or maintains regular and ad hoc reports to provide information to meet internal and external reporting requirements

Client Related Activity

- Anticipates and understands existing and potential clients' changing needs and concerns
- Performs quantitative and qualitative analysis using private equity market statistics and benchmark data
- Assists the investment team with portfolio construction and client fit analysis including concentration and diversification analysis, ensuring adherence to client investment guidelines
- Participates on Client Service project initiatives to improve our overall client experience

Qualifications:

- Undergraduate degree in commerce, finance, business administration, economics or mathematics; strong academic record
- One to three years of experience in private markets investments and/or fund accounting with knowledge of private markets asset classes including private equity and infrastructure; A strong interest in investments and private markets
- Pursuing a professional designation (CFA, CPA) an asset
- Client service-oriented mindset
- Working knowledge of financial accounting
- Highly proficient in Excel with advanced abilities in Word and PowerPoint applications; understanding of PowerBi preferred
- Exceptional written and oral communication skills, intellectual agility and the ability to manage multiple workstreams simultaneously; ability to communicate and coordinate across multiple groups (finance, investment, business development)
- Comfortable building and maintaining financial models

Further, you are an ambitious self-starter, a solid team player with a positive attitude and possess high professional and ethical standards. You are able to prioritize well and have a strong attention to detail and accuracy. Self-assured and confident, you are comfortable dealing with clients and work well with minimal oversight. 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.