

June, 4 2018

## **Business Intelligence Group (BIG) Assistant Vice President**

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Department: **Finance – BIG**

Reports to: **Sr. Vice President**

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Location: **New York, NY**

Contact: **Human Resources (careers@gcmllp.com)**

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### **SUMMARY**

As a member of the Business Intelligence Group (BIG) within Grosvenor's Finance Department, the Assistant Vice President will focus primarily on preparing portfolio performance reports and analyses in support of GCM Grosvenor's client reporting, business development and marketing initiatives for our Private Equity, Infrastructure, and Real Estate investment verticals.

BIG works closely with our Client Services, Marketing, and Investment teams, which submit recurring and ad hoc requests for performance and benchmarking reports, pro forma portfolio analyses, and other portfolio metrics. Furthermore, BIG works closely with our Fund Finance team and our administrators to obtain the information necessary to prepare the requested reports and analyses. The role operates in a fast-paced, dynamic, deadline-driven environment, so the ideal candidate must be a well-organized, thoughtful team player who operates well under pressure and has excellent analytical and communication skills.

### **RESPONSIBILITIES**

The individual will be involved in the following critical activities:

- Analyze data related to fund and co-investments across all of our private equity, infrastructure and real estate-focused portfolios;
- Prepare, analyze and report performance information for client reporting, business development and marketing purposes as well as for GCM Grosvenor's investment team and senior management;
- Prepare forecasts of management fees, carried interest, and expenses;
- Generate portfolio construction models/analyses and cash flow models;
- Perform complex data management and analysis including investment portfolio analytics and investment modeling;
- Prepare and maintain investment watch lists summarizing underperforming and challenged investments;
- Manage multiple requests simultaneously, ensuring that deadlines are met;
- Regularly interact with our Fund Finance team and administrators to obtain information required to prepare the requested reports and analyses
- Provide guidance and manage our offshore business process outsourcing (BPO) provider on a project by project basis in order to deliver reports and analyses in a timely manner;
- Routinely handle confidential information and apply strict confidentiality and sensitivity in the dissemination of this information; and
- Perform various ad-hoc and long-term projects and as assigned.

### **GENERAL EDUCATION, SKILLS OR EXPERIENCE REQUIREMENTS**

(GCM Grosvenor reserves the right to add to, delete, change or modify the essential duties and requirements at any time. Other functions may be assigned to the position at GCM Grosvenor's discretion.)

**If interested and qualified for this position, please notify Human Resources.**

**EQUAL OPPORTUNITY EMPLOYER M/F/D/V**

The individual in this position should have experience working in the financial industry. The ideal experience and critical competencies for the role include the following:

- A Bachelor's degree in Accounting, Finance or Economics with outstanding academic credentials is required. A Master's degree in Business, Finance or Economics is preferred.
- Professional certifications are preferred (i.e., CPA, CFA, CAIA, CIPM, etc.).
- 4-5 years of relevant experience, including an understanding of accounting and finance is required.
- Strong analytical, critical thinking and problem solving skills are required. The ideal candidate will have the ability to articulate complex thoughts in a clear and concise manner.
- Exceptional Microsoft Excel skills and a demonstrated aptitude for quantitative and qualitative analysis are required.
- Experience with Investran is preferred.
- A candidate must have the ability to develop financial models from scratch.
- A strong attention to detail and concern for the quality and accuracy of final work products is critical.
- Alternative investment industry experience, particularly private equity, and an understanding of the concepts and data relating to investment performance, assets under management, asset allocation and risk exposure are strongly preferred.
- Experience working with offshore BPO providers is preferred.
- Excellent project management and organizational skills are required, including the ability to manage multiple projects simultaneously under pressure in a fast-paced, dynamic environment.
- The highest degree of integrity and the ability to maintain confidential information is absolutely necessary.
- The ideal candidate will have a strong work ethic, a high level of energy and the flexibility to work extended hours at times to accommodate specific projects.

In terms of cultural fit, the successful candidate will be self-motivated and energized by working amongst a group of thoughtful, smart, fast-paced and successful colleagues. He or she will enjoy being a part of an organization focused on excellence and will be a naturally collaborative individual who enjoys interacting with individuals at all levels. Additionally, he or she will be a strong team player with a proactive approach and the ability to take initiative with discretion and judgment.

Interested candidates should submit a letter of interest along with a resume to [careers@gcmllp.com](mailto:careers@gcmllp.com). Please reference **"BIG AVP, #101367"** in the subject line of the email.

#### ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with approximately \$50 billion AUM in hedge fund strategies, private equity, infrastructure, real estate and multi-asset class solutions. It is one of the largest, most diversified independent alternative asset management firms worldwide. The firm has core expertise in product and custom investment solutions. Its product solutions provide turn-key access to both diversified and specialized alternative investment portfolios. Its customized investment solutions give clients an active role in the development of their alternatives programs.

GCM Grosvenor has offered alternative investment solutions since 1971. The firm is headquartered in Chicago, with offices in New York, Los Angeles, London, Tokyo, Hong Kong and Seoul. GCM Grosvenor serves a global client base of institutional and high net worth investors.

For more information, visit [www.gcmgrosvenor.com](http://www.gcmgrosvenor.com).

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