

April 3, 2019

Intern, Fund Finance (Fund Expense)

Department: **Finance – Fund Finance**

Reports to: **Vice President/Assistant Vice President**

Location: **Chicago, IL**

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

SUMMARY

GCM Grosvenor’s Fund Finance team is generally responsible for the accounting and administration of the investment partnerships and accounts managed by the firm. This includes Grosvenor Fund expense processing and accounts payable operations, such as communication and coordination with internal departments and external vendors/service providers.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Process both public and private market invoices by allocating expenses to the appropriate fund entities and coordinating payments amongst the various entities.
- Work with various internal departments including Legal, Accounting, Treasury, Corporate Finance to understand how certain invoices are allocated and to obtain invoice approvals.
- Liaise with various vendors and service providers to provide updates on outstanding invoices and maintain positive / productive relationships.
- Create reports on a weekly/monthly/ad-hoc basis to provide a high level overview for the AP Team.
- Assist in special projects and strategic initiatives, as requested, including: (i) the ongoing refinement and automation of expense processing operations; (ii) streamlined delivery of data and management reporting to downstream users and processes. Protects organization’s value by keeping information confidential.

EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

The ideal experience and critical competencies for the role include the following:

- Qualified candidates will be pursuing a BA/BS with an intended concentration in Accounting, Finance, Economics or related field with superior academic performance.
- Prior experience with spreadsheets, general ledger and portfolio software helpful.
- Proficiency working in MS Word; Excel; Outlook; Access; SharePoint.
- Demonstrated interest in accounting as well as the ability to work in a fast paced, changing environment with a high level of flexibility.
- The ability to articulate your thoughts, both verbal and written, in a clear and concise manner to both clients and staff.
- The ability to take control and manage tasks independently to closure.
- Attention to detail and concern for quality and accuracy of final product (and ability to balance that concern with deadlines).
- High degree of integrity and the ability to recognize the requirements of confidentiality.
- Demonstrated team player, self-starter, and independent thinker.
- Outstanding decision making and problem solving skills.

(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

In terms of cultural fit, the successful candidate will be self-motivated and energized by working amongst a group of thoughtful, smart and successful colleagues. He or she will enjoy being part of an organization focused on excellence and will be a naturally collaborative person 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 exercise discretion and judgment.

HOW TO APPLY

Interested candidates should submit a letter of interest along with a resume to careers@gcmlp.com. Please reference **"Fund Finance Intern #101471"** in the subject line of the email.

ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with over \$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.

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