



Position: Analyst

Overview

Amongst ongoing, organic growth, Elm Capital is looking to add to the foundations of the company, by hiring an Analyst in its London office. This hire will bring further capacity to Elm's private equity fund placement and secondary advisory business. This is an excellent opportunity for the individual to progress their finance career, in an entrepreneurial, small platform, within a specialised part of the private equity industry which balances both financial analysis and sell-side relationship management. As an Analyst, you will be involved in many aspects of the business including primary origination, due diligence, financial analysis, fund documentation and secondary transaction execution. You are also likely to be given substantial exposure to clients and transactions.

Responsibilities

- In order to support the distribution of private equity fund mandates and the execution of secondary transactions, responsibilities will include, but are not limited to:
- Preparing for, attending and co-ordinating follow-up actions for client meetings;
- Assisting with the preparation of documentation for the marketing of private equity funds, including the presentation, private placement memorandum, due diligence questionnaire, and track record and portfolio company analysis;
- Assisting with secondary sales processes by conducting portfolio analysis, liaising with investors, tracking pricing data and creating bespoke bid reports throughout the auction process;
- Conducting various equity and debt market research and financial analysis;
- Managing data room documentation and investor access for primary fundraising mandates and secondary transactions; and
- Maintaining internal databases, CRM system input, investor profiles and weekly client reporting.

Experience

Candidates will have a solid academic background and a minimum of two years' experience and training in an analytical role in investment banking, private equity, consulting, or corporate finance.

Skills

- A high level of self-motivation, strong interpersonal skills, great attention to detail, ability to work independently and suited to working in a small and entrepreneurial company;
- A highly analytical and numerate mindset;
- Excellent written and verbal communication skills;
- Highly proficient in Microsoft Office, particularly Excel, PowerPoint and Word;
- An interest in and knowledge of the private equity industry and capital markets. Financial sponsor coverage or private equity experience is beneficial but not required.

To apply for this position, please send your CV and covering letter to: hr@elmcapital.com