



Position: Analyst

Overview

Elm Capital is looking to add to its London office by hiring an experienced analyst within its Project Management team. This hire will add further capacity to Elm's fund placement and GP-led secondary advisory business. This is an excellent opportunity for the individual to progress their finance career, in an independent and owner-managed boutique private capital advisory firm 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 execution of primary fundraising mandates and secondary transactions, responsibilities will include, but are not limited to:

- Assisting with the preparation of marketing materials for private equity, private debt and infrastructure funds, including the presentation, private placement memorandum, due diligence questionnaire, and track record and portfolio company analysis;
- Preparing for, attending and co-ordinating materials and follow-up actions for client meetings;
- Assisting with GP-led secondary processes by conducting portfolio analysis, preparing marketing materials including process memorandums and returns models, tracking investor feedback, and creating bespoke reports for the GP 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, and weekly client reporting.

Experience

Candidates will have a minimum of two years' experience and training in a relevant role in fund placement, investment banking, private equity, corporate finance/transaction advisory within a "Big 4" firm, or private markets, and a solid academic background.

Skills

- Prior experience in and knowledge of the private equity industry, along with experience producing pitchbooks and marketing materials, is beneficial.
- 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.