



## Position: Analyst

### Overview

Elm Capital is looking to hire an experienced Analyst to its London office. This hire will add further capacity to the firm's fund placement and secondary advisory business. This is an excellent opportunity for the individual to progress their finance career, in an independent and owner-managed global private capital advisory firm within a specialised part of the private equity industry which combines financial analysis, transaction execution and sell-side relationship management. As an Analyst, the successful candidate will be involved in many aspects of the business including origination of primary fundraising and secondary advisory mandates, due diligence, financial analysis, fund documentation and secondary transaction execution. The successful candidate will gain significant exposure to a wide range of private markets asset classes as well as transaction types, making this role a blue chip learning opportunity for a highly driven individual.

### 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;
- Assisting with GP and LP-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 clients throughout the process;
- Preparing for, attending and co-ordinating materials and follow-up actions for client meetings;
- Conducting 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 investor 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.

### Diversity & Inclusion

Elm Capital is an equal opportunities employer. Diversity, equality, and inclusion is at the heart of our firm's culture and we are committed to building a business that continues to incorporate these values. We strive to provide equal opportunities to all qualified candidates without regard to socio-economic background, race, sex, gender identity, sexual orientation, religious belief, age or disability.

To apply for this position, please send your CV to: [hr@elmcapital.com](mailto:hr@elmcapital.com)