

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 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 origination, due diligence, financial analysis and secondary transaction execution. You are also likely to be given substantial exposure to clients.

Responsibilities

In order to support the execution of secondary transactions, responsibilities will include, but are not limited to:

- Prepare high-quality presentation materials and pitches for prospective clients.
- Draft and coordinate the preparation of information memoranda and other transaction-related documentation.
- Assist in preparing and reviewing responses to investor due diligence requests.
- Proactively support the team across origination and execution tasks.
- Exposure to clients, buyers, sellers, legal counsels, financing providers and investors.
- Maintaining various information databases and tracking market data.
- Supporting the coordination of investor due diligence processes, managing virtual data rooms, scheduling meetings and calls, tracking investor requests and compiling feedback.
- Support deal origination efforts through detailed market research, industry mapping and competitive analysis.
- Contribute to the ongoing development of client relationships and the team's market presence.

Experience

Candidates will have a solid academic background and a minimum of two years' experience and training in an analytical role in a secondary fund or a secondary advisory firm.

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; and
- 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