

Position: Analyst – Private Capital Advisory



Overview

Elm Capital is looking to hire an experienced Analyst to join its London-based Project Management team. This individual will support the continued growth of Elm Capital's fund placement and GP-led secondary advisory business. This is an excellent opportunity to develop within an independent, owner-managed boutique private capital advisory firm, operating in a specialised area of the private equity industry which combines financial analysis and sell-side relationship management. As an Analyst, you will be involved in multiple aspects of the business including origination, due diligence, financial analysis, fund documentation, and secondary transaction execution. The role offers meaningful exposure to both clients and live transactions.

Responsibilities

In order to support the origination and execution of primary fundraising mandates and GP-led secondary transactions, responsibilities will include, but are not limited to:

- Assisting with the preparation of high-quality fundraising materials, including presentations, private placement memoranda, and due diligence questionnaires, supported by detailed track record and portfolio analysis;
- Supporting the investor due diligence processes, including the preparation of responses to investor due diligence requests;
- Assisting in GP-led secondary transactions, including portfolio analysis, preparation of investor information packages (including teasers, process memoranda, information memoranda, and financial models), tracking investor feedback, and producing bespoke reports for clients throughout the transaction process;
- Managing data rooms, including documentation and investor access, across primary and secondary mandates;
- Conducting market mapping and research on the private equity, private debt, and infrastructure fund manager landscape;
- Supporting the planning and coordination of client meetings, including preparation of materials, attendance, and follow-up actions; and
- Maintaining internal databases, CRM system input, and contributing to weekly client reporting.

Experience

Candidates will have a minimum of two years' relevant experience and training within fund placement, investment banking, private equity, or corporate finance / transaction advisory ("Big 4"), supported by a strong academic background.

Skills

- Strong experience producing pitchbooks and / or investor marketing materials, with excellent attention to detail.
- Prior experience in, and understanding of, the private equity industry is beneficial.
- Highly self-motivated, with strong interpersonal skills and ability to operate effectively in a small, entrepreneurial team.
- Strong analytical and numerical capabilities.
- Excellent written and verbal communication skills.
- Advanced proficiency 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