

POSITION DESCRIPTION

Title:	Investment Analyst - Private Equity
Department:	Equity Investment
Immediate supervisor:	Head of Private Equity

CORE ACCOUNTABILITY

The Investment Analyst - Private Equity will primarily support the investment decision-making process across the Private Equity team by conducting investment analysis and research, due diligence on new investment opportunities, and ongoing portfolio monitoring and reporting.

MAJOR RESPONSIBILITIES

- Conducting research and analysis on a broad range of topics to support investment decision-making across the Private Equity asset class that contributes to policies, procedures, and strategies to improve the portfolio's risk-return profile.
- Assisting the Private Equity team in the due diligence process and preparing investment reports and presentation materials for investment committees and other stakeholders.
- Applying sound investment knowledge and experience to build and analyze complex financial models, valuation analyses, and performance analyses for funds and co-investments.
- Developing, generating, and collating periodic and ad-hoc analyses for investment and portfolio management purposes and satisfying board and client reporting requirements.
- Producing applicable reports and analyses to be used by portfolio managers in the decision-making process and providing support in general analysis and review of investments and the portfolio.

COMPETENCY PROFILE

- University degree in business, finance, or a related discipline.
- CFA or CAIA designation (or current enrollment in either program).
- 2-5 years of relevant full-time work experience in private markets investing (preferably in Private Equity) or investment banking.
- Competency in a computer programming language is considered an asset.
- Strong verbal and written communication skills in the English language. Good presentation skills.
- Excellent quantitative, analytical, financial modeling, valuation, problem-solving, and researching skills with strong attention to detail.
- Strong knowledge level in Microsoft Office Suite, with an emphasis on Excel.
- Ability to execute ideas and projects through to completion. Strong work ethic, focus, drive, and energy.
- Consistently deliver quality outputs in a fast-paced work environment, with an ability to meet tight deadlines and the capability to manage multiple projects and ad-hoc requests simultaneously.
- Ability to work independently and as part of a cohesive team.
- Some travel may be required, and a valid passport is essential.