



## **JOBS POSTING**

**TITLE: ALTERNATIVES/PRIVATE MARKETS CONSULTANT**

**TYPE: BUSINESS PROCESS AND PLATFORM CONSULTANT**

**LOCATION: NYC/REMOTE**

C&A is seeking to identify senior Alternatives/Private Markets consultants that have a broad spectrum of financial, accounting and investor servicing solutions experience for our work with potentially several hedge and PE fund, and fund admin. clients. Exposure to general HF and PE firms is expected but specific background in credit instruments including loans, bank debt distressed, and/or private equity and real estate would be a plus, in terms of specific asset class areas of expertise.

The candidates should have strong subject matter expertise and be capable of preparing and processing investment transactions and preparing financial reports. Assignments will primarily constitute the evaluation of firm operations (e.g. gap/SWOT analysis) as well as portfolio/fund accounting, partnership/investor accounting, and other fund administration functions (e.g. investor servicing, complex waterfall calculations, etc.) and platforms used to support specific client projects to improve their core operational capabilities. Must have excellent client communications and writing skills, ability to create and compose presentations and workflows, and the ability to work collaboratively within a team toward timely project execution and preparation of client deliverables.

Strong candidates will prospectively have strong background in financial accounting and fund operations, with prior exposure to supporting financial technology as well as deep understanding of industry platforms solutions (e.g. Advent Geneva, Markit/WSO, Virtus, VPM, Investran, AltaReturn, Cascade Suite, eFront, or other similar platforms). Experience/expertise in other areas, such as data warehouse/data analysis, reporting, and platform conversions within fund administration onboarding would also be helpful.

These candidates' individual attributes and work would encompass:

- Ability to work independently on their assigned work, but in close coordination with the team lead, including participation in client and team meetings/calls, as well as executing their individual workstreams on a self-initiated basis.
- Ability to cover one or more client engagements and related workstreams.
- Deliver accurate and timely work product within specified timelines, and in coordination with the team lead and other team members.
- Prepare materials/schedules, reports and analyses of process effectiveness comparing different platforms and their functionalities.
- Be prepared to work on reviewing detailed allocations, waterfalls, complex fee calculations, performance and capital account statements, as needed, depending on the nature of an assigned project.
- Be able to interview client staff and management (with assistance of the team lead, as needed) to understand and document a client's business operations, workflows and use of its current technology.
- Be able to compose written use cases and business requirements specifying a particular financial or operational business process that a software development team could work from as documentation of a client business process.
- Be able to review and interpret how financial statements, note disclosures, sources/uses of cash and supporting schedules are created from various processes or platforms, in order to understand and document the requirements that go into the production of such materials for various types of funds and asset classes.