

Treasury Analyst

Company Description:

HQ Capital is a leading independent alternative investment manager with currently US\$11.6 billion in assets under management in private equity and real estate. HQ Capital's core objective is to develop and deliver solutions in private equity and real estate that meet client specific investment requirements.

In both asset classes, HQ Capital seeks to leverage its global network, investment experience and the business relationships of our local teams on the ground. With professional teams based in Europe, North America and Asia, we seek to be our clients' advisor of choice in the markets where we operate.

POSITION DESCRIPTION

We have an immediate opening for a Treasury Assistant to work as part of our Private Equity Fund Administration team. The Assistant will work closely with the Treasury Manager to support overall department activities. Specific responsibilities include:

Treasury Tasks

- Maintain banking relationship
- Maintain a system of policies and procedures for adequate control over treasury functions
- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements
- Prepare and review fund wires and process FX trades
- Monitor the activities for all funds
- Monitor credit facility usage for all accounts
- Review and monitor cash account balances daily and fund accordingly
- Provide Advisors weekly updates on entities credit usage
- Instruct Broker to sell stock received as a distribution
- Download bank statements
- Bank Reconciliations
- Liaise Globally with financial institutions
- Prepare and review reporting requirements to German Central Bank

Administrative Tasks

- Monitoring all mailboxes (saving cash activity, financials and taxes to the network)
- Update the weekly cash sheet and links notices
- Prepare capital call wires for banking platforms to be wired/faxed/e-mailed
- Coordinate with Advisors on the resolution of the tax notices received from tax authorities
- Gather and track tax info from fund managers for investor tax estimates
- Assist with audit confirmation process
- Maintain the Investment Contacts and log-ins in Investran and Master Control Log

QUALIFICATIONS

- 3-5+ years in a treasury position
- Proficient with MS Office programs
- Strong team player