

## **Financial Reporting Associate**

### 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

This position will primarily focus on producing client reports and building content. The successful candidate will have the ability to work seamlessly across all teams and third parties to obtain and deliver the most accurate data in a timely manner. Responsibilities will include:

- Produce quarterly reports
- Build content and suggest KPIs for reports
- Translate deal descriptions and market updates from English to German
- Review large data sets (cost, fair value, total invested, proceeds, etc.) from the underlying funds, with the ability to spot discrepancies.
- Understand/decipher financial statements and notices from the underlying funds and be able to summarize material changes

### QUALIFICATIONS

- Minimum of 3 years of reporting experience
- Bachelor's Degree in Accounting preferred
- Fluent in English and Deutsch (German) is a must
- Outstanding time management and communication skills
- Detail oriented with ability to multi-task and prioritize work
- Proficient in Excel and PowerPoint
- Experience with Investran, Wdesk and Burgiss Private Informant is a plus.