



Financial Analyst

Please direct your responses and interest to the posting by emailing your resume to
[careers@caledoncapital.com](mailto:ccareers@caledoncapital.com)

Caledon Capital Management

Caledon is a private markets specialist dedicated to providing customized investment and portfolio management solutions in infrastructure and private equity. The Firm's 30+ professionals and staff currently manage over \$9 billion across 15 institutional investors.

The Firm has entered into a definitive agreement to partner with CBRE Global Investors, a leading manager of private and listed real assets. CBRE Global Investors, headquartered in Los Angeles, is a global real assets investment management firm with US\$86.5 billion in assets under management.

Upon closing, Caledon will be renamed CBRE Caledon Capital Management Inc. and will continue to operate as an independent investment unit within CBRE Global Investors. Combining forces with CBRE Global Investors will enhance the Firm's ability to deliver leading investment solutions to its clients by leveraging CBRE's global reach and resources, and capitalizing on increased access to more and larger investment opportunities. The existing Caledon management team will continue to manage the business on a day-to-day basis and will maintain significant long-term ownership in the firm.

The Firm's existing investment team brings a wealth of knowledge and experience from some of the top investment firms in the world including OMERS Private Equity, Ontario Teachers' Pension Plan, CPP Investment Board, Borealis Infrastructure, Macquarie Group, Capstone Infrastructure, TD Capital Private Equity, Abu Dhabi Investment Authority, Scotia Capital, BMO Capital Markets, Edgestone Capital Partners, KPMG, Birch Hill Equity Partners and CIBC World Markets.

Caledon's investment experience enables it to construct portfolios that include high-quality funds coupled with co-investments generated through fund relationships or through Caledon's global network of strategic and institutional investors. By representing several institutional investors with similar investment objectives, the Firm aims to 'club' its clients to gain access to larger investment opportunities that would otherwise only be available to the largest and most sophisticated investors globally.

*For further information about Caledon and our team, please visit our website at:
www.caledoncapital.com*

Financial Analyst

The Role:

Caledon has an exciting opportunity for an individual to join our Accounting & Finance Team. This key position will have Investment Accounting responsibilities and the individual will work closely with a group of Managers, Investment Finance and Senior Financial Analysts that collectively are responsible for investment reporting for clients including specific investment vehicles. Working closely within the group and reporting to a Senior Financial Analyst, your primary responsibilities will include:

- Transaction management
- Processing accounting entries including capital calls and distributions, reconciliation and reporting
- Regular interactions with investment partners and external advisors
- Filing and archiving of all documents
- Anticipating administrative needs of the department and contributing to improving administrative structure, processes and procedures as needed
- Assisting with quarterly reporting administration

Role Specific Accountabilities:

- Monitor capital call and distribution notices from Fund Managers and distribute notices to appropriate investment and finance team members
- Review and analyze capital call and distribution notices and input corresponding accounting entries into the investment management system and create and send out approved transaction tickets to respective clients
- Maintain and ensure completeness of final investment deal documentations in the Fund Library
- Assist with obtaining monthly and quarterly valuations, quarterly financial reports, annual compliance and audit documentation
- Assist in updating cost and fair values of underlying and ensure that all new portfolio companies are added with the corresponding investment categories. i.e. GICs, location etc.
- Preparing and issuing capital call and distribution notices to SMA clients
- Work closely with senior members in the finance team to ensure efficient and effective investment data management and information flow within the organization

Qualifications:

- Undergraduate degree in Business/Accounting & Finance
- 2 years' experience in a related role within the financial services or investment industry is preferred
- Strong accounting background is considered an asset as is pursuing a designation in accounting
- Excellent written and verbal communication skills
- Strong technical skills with high accuracy and attention to detail
- Strong interpersonal skills with an ability to work both independently and as part of a team
- Intermediate to advance knowledge in Excel & Word and an aptitude and interest in learning new software applications
- Demonstrated strong time management and prioritization skills; extremely well organized
- Self-motivated, flexible and adaptable

Further, you are an ambitious self-starter, and a solid team player with a positive attitude. You possess high professional and ethical standards. You endeavour to perform work beyond what is required at your level, and are willing to "roll up your sleeves" in an entrepreneurial environment, to get work done.