

**Role Title****ASSOCIATE/ SENIOR ASSOCIATE, Corporate Finance (GP Reporting)****Role Summary**

Dawson Partners ("Dawson"), based in Toronto, is a fast-growing private equity firm focused on accelerating liquidity on private equity portfolios through structured solutions. Dawson seeks to provide customized and flexible liquidity solutions for private equity investors through the use of structured solutions with existing investors or outright purchases of portfolios which are subsequently structured into different securities. Dawson currently has **US\$18.7B** under management across our funds. Dawson is seeking diverse, energetic, and dynamic individuals who thrive in a fast-paced, high-performance, entrepreneurial environment.

The Associate/Senior Associate plays an essential role in supporting the activities of the Corporate Finance team and will broadly support the firm in achieving its overall business goals. The Associate/Senior Associate will focus on analysis and reporting for the General Partner (GP).

Reporting to the GP Reporting Manager, Corporate Finance, the Associate/Senior Associate has prior experience in private equity, fund accounting, financial reporting, net asset value (NAV), and capital events.

**Role-Specific Accountabilities**

- Responsibility of day-to-day operations for the GP including full cycle fund accounting.
- Produce quarterly GP reporting package including financial statements, investor dashboards and partner capital statements.
- Prepare capital call and distribution notices for GP investors.
- Monitor and track loans and daily cash activity.
- Participate in the annual audit including the preparation of audited financials statements and note disclosures.
- Assist with implementation of new projects and systems.
- Assist with preparing the GP model, performance reporting and analysis.
- Help identify and implement solutions which improve efficiency and effectiveness through the elimination, simplification, and automation of processes.
- Partner with the Technology team to automate existing reports and develop new reporting and analytics that leverage Dawson's cloud database and analytical tools (Excel, Tableau).

**Education, Experience & Capabilities**

- University degree in accounting, finance, economics; and professional accounting or finance designation (CPA, CFA) considered an asset.
- 3+ years of relevant experience in fund accounting or preferably in the Private Equity industry.
- Strong understanding of mechanics of Private Equity Funds and Special Purpose Vehicles (SPVs) is an asset.
- Strong interpersonal, relationship building and verbal and written communications skills to work effectively with multiple stakeholders across all levels of the organization.
- A problem-solver with strong business acumen and technical expertise guided by an entrepreneurial mindset and the ability to embrace a changing environment.
- Meticulous attention to detail and with a mindset for automation and efficiency.
- Ability to multitask, meet pressing deadlines and make sound decisions based on priorities and risks.
- High level of proficiency in Microsoft Excel.
- Basic to intermediate experience with SQL is considered an asset.
- Experience using Allvue is considered an asset.

**Our Commitment to Inclusion and Diversity**

At Dawson Partners, we are committed to being a truly diverse firm and fostering an inclusive and supportive culture. Employing a talented, diverse, and inclusive workforce is more than just an obligation; it is a critical component of our growth aspirations and a competitive advantage of our Firm.

In addition, we are committed to fostering an inclusive and accessible recruitment experience where all candidates are valued, respected, and supported.

If you require an accommodation for any part of the recruitment process (including alternate formats of materials, accessible meeting rooms, etc.), please let us know, and we will be pleased to work with you to meet your needs.

**To apply:**

Send a copy of your resume to [careers@dawsonpartners.com](mailto:careers@dawsonpartners.com) and reference the role **Associate / Senior Associate, Corporate Finance (GP Reporting)** in the subject line.

*We thank you for applying, however, only those selected to continue will be contacted.*