



## **Financial Analyst – Grosvenor Investment Team, San Francisco**

### **ABOUT US**

Grosvenor, one of the world's largest private international property groups, works in dynamic cities around the globe. We are guided by our 'Living cities' philosophy; we strive to create, manage and invest in properties and places that contribute to the enduring success of the cities in which we work. With 300 years' experience as steward of our London estate, we believe we can help cities grow and evolve in ways that are socially, economically and environmentally sustainable. We aim to make a long term contribution to these cities' future success by using creative design, high quality building materials and innovative environmental solutions in our development projects, and through intelligent management of our property assets. In doing so, we strive to create places in which people will want to live, work and enjoy their free time. By taking a long term approach, we are able to combine our global expertise with local knowledge and cultural understanding. We want our projects to reflect the spirit of the individual city and to foster thriving communities. We work closely with local communities, businesses and civic authorities, and with our partners, consultants and other developers to achieve this. Today we have 17 offices in 11 countries and assets in 17 countries. We have regional investment and development businesses in Britain & Ireland, the Americas, Asia Pacific, and Europe. We also have indirect investments, managed centrally. As at 31 December 2015, the Group had total assets under management of £13.1bn. Unusually for a private company, Grosvenor publishes a detailed reporting suite - Annual Review, Financial Statements and a Non-Financial Data Report – all available on our website.

Grosvenor Americas Limited provides equal employment opportunities without regard to age, ancestry, color, creed, mental or physical disability, marital status, medical condition, national origin, race, religion, sex, sexual orientation, veteran status, or any other consideration made unlawful by federal, state, or local laws.

### **SUMMARY**

The Investment Analyst will provide critical support to the VP, Investment and the San Francisco investment team in the preparation and review of financial analyses for prospective and existing real estate investments. These analyses include (among other things) detailed cash flow projections, IRR and cash multiple calculations, discounted cash flow analyses, financing alternatives and sale sensitivities. Other responsibilities include market and property due diligence, support with transaction management of the acquisitions and dispositions of real estate investments and review and recommendations of strategic alternatives with respect to the existing portfolio.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Includes the following; other duties may be assigned as needed within skill sets or if additional responsibilities are added.)

- Acquisitions
  - Conducts market research and analysis
  - Prepares accurate and thorough cash flow forecasts and calculates investment returns for prospective acquisitions using Argus Enterprise and Excel
  - Builds new Argus Enterprise models and/or modifies assumptions
  - Runs sensitivity analysis on different variables including market rents, absorption, operating expenses, etc.
  - Imports Argus Enterprise cash flows into proprietary valuation model
  - Modify acquisition model to run sensitivities and develop pro-forma scenarios and pricing strategy
  - Works closely with Investment team on preparation of reports for review by Investment Committee and/or Board of Directors



- Provides transaction support and recommendations on lease review/abstracting, operating expense review, ongoing Argus modifications, review of other due diligence material, coordination of documents for lenders, consultants, and other third parties
- Drafts market summaries for quarterly investment committee meetings
- Participates in property dispositions
- Asset Management
  - Maintains Argus models for properties in existing portfolio managed by San Francisco office
  - Updates files periodically with new leases, market assumptions, etc. and annually with new budget
  - Provides quarterly cash flow forecasts to finance team
  - Works closely with Investment team on preparation of presentations and reports for the Chief Investment Officer to the Board of Directors
  - Transitions Argus models for newly acquired property to Grosvenor standards/chart of accounts
  - Assists and provides insight on annual Hold/Sell analyses and quarterly valuations/appraisals
  - Creates monthly reporting for capital partners
  - Completes ad hoc analyses to assist asset managers in decision making, such as value-add opportunities and lease valuations

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Strong desire to work in the real estate sector
- Proficiency in MS Excel and Argus Enterprise software, including strong knowledge of detailed commercial lease modeling
- Proficiency in other MS Office applications including Word and PowerPoint
- Understanding of general finance, accounting, leasing, and capital markets concepts
- Highly intelligent and detail-oriented with strong quantitative and analytical skills
- Aptitude in interpreting financial, technical, and legal documents
- Excellent written and verbal communication skills with the ability to synthesize quantitative financial analysis into concise written and verbal reports
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Highly motivated team player with excellent interpersonal skills and the ability to interface with personnel at all levels
- Flexible and adaptable in a fluid, team-oriented culture and able to manage multiple projects with varying deadlines
- Occasional travel required

#### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree with an emphasis in Real Estate, Economics, Accounting, or Finance
- 2-5 years of relevant analyst experience

#### **How to Apply**

Please submit applications no later than October 3<sup>rd</sup> online at <http://www.grosvenor.com/about-grosvenor/careers/current-vacancies/>