

AEW Capital Management, LP

Portfolio Analyst – AEW Core Property Trust

Job Description

Location - Boston

AEW provides real estate investment management services to investors worldwide. The Firm's clients include many of the world's leading institutional and private investors. Globally AEW manages close to \$65 billion of real estate assets and securities across the risk/return spectrum in both the listed and direct property markets. The Firm's stated mission is to be our clients' most trusted and effective advisor. AEW Capital Management, LP is responsible for the management of the Firm's investment activities in North America and Asia and has close to 300 employees operating in offices in Boston (headquarters), Los Angeles, Hong Kong, Singapore, Seoul and Sydney. The Firm's North American and Asia operations represent over \$35 billion of AEW's total global assets under management.

The AEW Core Property Trust (CPT) is a multi-billion dollar diversified open-end core real estate fund sponsored by AEW Capital Management, L.P. The fund acquires primarily well-located, institutional-quality assets in top markets throughout the U.S. with the primary objective of providing strong and stable current income and modest appreciation over the mid- to long-term.

AEW is searching for a Financial Analyst to join the AEW Core Property Trust team who would be responsible for providing reporting and analysis support to the fund's portfolio managers and its finance team. Candidates for the position will need to have strong financial analysis skills, good technical experience with analysis and modeling in Excel, strong communication skills, and the ability to work in a team environment and handle multiple responsibilities and deadlines.

Primary Responsibilities:

- Prepare and analyze monthly and quarterly reports for CPT's portfolio managers and finance team.
- Assist in the completion of standard quarterly reporting to investors.
- Work closely with AEW's Investor Relations team and CPT's portfolio managers on the fund's marketing efforts including preparing fund presentations and researching prospective investors.
- Interact with potential new investors and their advisors completing due diligence analyses on CPT.
- Interact with existing investors providing analyses and support regarding their investments and performance.
- Significant opportunity to work on other ad hoc projects with the team.

Skills/Experience Necessary:

- BS in Accounting or Finance required.
- 2-3 years of accounting/financial modeling experience required (experience with real estate a plus).
- Advanced quantitative financial analysis skills.
- Strong computer skills including knowledge of databases and MS Excel, PowerPoint & Word.
- Ability to work independently and manage time effectively.
- Ability to manage multiple deadlines and priorities.
- Strong interpersonal skills and communication skills.
- Ability to work well in a team environment.
- Provides constructive input on improving existing processes.
- Strong work ethic with desire to advance.
- Real estate industry experience a plus, but not necessary.