

Investment Controlling and Reporting Manager (80-100%)

Emerald is a globally recognized venture capital firm building a sustainable future at the crossroads of industry and technology. Founded in 2000, it is a pioneer in open innovation, providing multi-national corporations with rich deal flow and insight in the sectors and markets of tomorrow. Emerald has managed and advised assets of over €1 billion from its offices in Zurich, Toronto and Singapore. The firm is dedicated to tackling big challenges in climate change and sustainability via over 500 venture transactions and five third-party investment mandates, including loan guarantees to over 100 start-ups.

We are looking for an experienced Investment Controlling and Reporting Manager with an entrepreneurial mindset to join the team in Zurich.

Your responsibilities include:

Responsible for Investment Controlling and Portfolio Management:

- Supporting deal execution
- Tracking of portfolio company financials and KPIs, including ESG & Impact elements
- Monitoring and assessing portfolio performance and health (portfolio assessment tool)
- Interacting with portfolio company management teams
- Managing of legal documents

Comprehensive reporting responsibility regarding our portfolio:

- Preparing quarterly portfolio company updates
- Providing input for our semi-annual investor forums
- Establishing and continuously improving systems and tools for management and investor reporting
- Providing investor-specific reports and ad-hoc requests
- Providing input for all sorts of presentations and surveys
- Performing ESG analysis and preparing reports
- Support portfolio companies in reporting and performance monitoring

Support our fundraising activities:

- Assistance in fundraising and due diligence queries
- Keeping data room up to date

Compliance & KYC

- Managing AML and CDD reviews and investor queries in several jurisdictions
- Providing the investment manager with regular portfolio confirmations/updates
- Supporting our General Counsel in KYC

Required qualifications and skills:

- Bachelor's or master's degree in business administration or finance
- Min. 3 years of working experience in finance/reporting – ideally in the financial industry
- Very good general understanding of investment controlling and interest in accounting
- VC/PE experience or reporting experience
- Fluent English is a must (writing & speaking), good German a plus
- Needs to have a strong interest in supporting the development of digital tools. First experiences in the field of database handling, process modeling and MS PowerBI would be a plus (strong sense for digital tools)
- A flair for assessing data and presenting numbers is important – good familiarity with MS products
- Very good sense for presentation and communication of numbers – must love numbers

For a dedicated business professional with strong social skills, this position offers a broad variety of areas of responsibility. You easily integrate yourself into an international and specialized team and are interested in entering into a long-term commitment.

Emerald is committed to being a diverse and inclusive company. We consider diversity and inclusion critical to our long-term success. All qualified applicants will be considered equally without regard to their gender, age, culture, nationality, ethnicity, physical abilities, political and religious beliefs, sexual orientation and other attributes.

If you are attracted by this challenge, please send your application including motivation letter and CV in English to recruiting@emerald.vc.