



## About Canterbury Consulting

Canterbury Consulting, Inc. ("Canterbury") is a 60+ person professional services firm that provides investment advice to a broad set of clients with net assets ranging from \$10M to \$2B. Clients are both tax-exempt - public and private foundations, endowments and pension plans - and taxable - corporate plans and high net worth and ultra-high net worth individuals and families - and invest in both traditional assets such as public equities and bonds and alternative assets such as private capital, hedge funds and real assets (commodities, real estate, etc.). Canterbury customizes each client's portfolio based on their needs, wants, risk preferences and liquidity requirements. The average tenure of Canterbury's clients is 10+ years.

When you join Canterbury as a Performance Analyst, you will gain exposure to the investment reporting process for Canterbury clients, as well as the role of an investment advisor. The Performance Analyst works closely with investment analysts and consultants in providing performance results to Canterbury's clients. Though not client facing, the Performance Analyst role is a critical part of the client experience by providing accurate and timely performance results.

This position has the potential option to work from home four days per week, after successful completion of 6 months in the role.

## Performance Analyst at Canterbury Consulting

### Responsibilities:

- Collect and validate all information necessary to calculate client performance on a monthly basis; reconcile electronic data to ensure accurate transaction activity and load manual data as needed.
- Calculate and reconcile monthly investment valuations, transactions, and performance returns; review returns for reasonableness relative to manager and benchmark returns and troubleshoot issues.
- Coordinate closely with investment analysts on status of performance results and reconciliation issues.
- Deliver accurate, timely, and comprehensive performance reporting.
- Maintain client account changes in all applicable tools to maximize efficiency; report and resolve issues with performance vendor as needed.
- Recommend process efficiencies and new procedures as appropriate.
- Maintain positive teamwork with other performance analysts, investment analysts and senior investment professionals.
- Deliver ad hoc assignments and projects as requested.

### Qualifications:

- Bachelor's degree (B.A.) from four-year college or university in Accounting/Finance or Economics
- Minimum 2 to 3 years of financial industry experience; accounting or investment industry preferred



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## Job Posting—Performance Analyst

- General investment knowledge required; performance measurement experience a plus, including experience with private equity performance
- Full functional use of Microsoft Office applications, including advanced Excel skills.
- Effective time management skills and the ability to handle multiple tasks simultaneously; adhere strictly to deadlines. Ability to work well under extreme time pressures, including over time as needed.
- Attention to detail, ability to problem solve and recommend solutions.
- Must be a team player with collaborative approach and ability to build/maintain positive rapport with all individuals in the organization.
- Have necessary skills in Mathematics, Economics, Business Accounting, and Investment management to understand content of workload and concepts behind various reports.
- Effective verbal and written communication skills
- Experience with InvestmentMetrics/PARis and/or Solovis performance platform a plus

At Canterbury, we expect our Performance Analysts to learn at a fast pace in a demanding environment, and to take advantage of the many opportunities to grow professionally. In addition to your hands-on daily work, you will have the opportunity to attend training sessions designed to bolster your knowledge of the investment landscape.

Please contact: [careers@canterburyconsulting.com](mailto:careers@canterburyconsulting.com)

Website: [www.canterburyconsulting.com](http://www.canterburyconsulting.com)

Canterbury Consulting is located in Newport Beach, CA