

**Funds Management Analyst**

**Straight Bat Private Equity** is a **Melbourne-based private equity firm**. We are seeking a talented and driven **Funds Management Analyst** to join our growing team. This is a hands-on role where you’ll gain exposure to every aspect of fund administration, investor servicing, and capital management within a fast-paced investment environment.

We’re looking for someone who is **detail-oriented, proactive, and eager to build a long-term career** in private equity operations.

Our preference is for the incumbent to work from our Melbourne office but we are open to candidates from Sydney as we have a small team based there.

**What You’ll Do**

As part of our operations team, you’ll work closely with the Fund Operations Manager and Managing Director as well as the wider Straight Bat team to ensure seamless, day-to-day management of our funds.

**Investor Operations**

* Coordinate investor applications, redemptions, transfers, DRP, and maintain registry data accuracy
* Assist with the investor onboarding processes, including AML/KYC checks and compliance documentation
* Support the processing of capital calls, distributions, and unit issuances
* Track and update the investor pipeline activity through CRM systems
* Handle investor queries with professionalism, ensuring exceptional service standards
* Assist with liquidity management, capital movements, and operational cash flow forecasting
* Assist with Investor Due Diligence

**Fund Operations & Reporting**

* Assist with quarterly and ad hoc investor reporting, including fund performance scorecards
* Draft and send investor communications, transaction confirmations, and statements
* Prepare fund-level reconciliations and support treasury functions
* Assist with weekly portfolio analytics and returns tracking
* Liaise with Fund Accounting teams to support end of quarter operations
* Contribute to the preparation of governance and compliance reports for internal and external stakeholders
* Maintain investor documentation and contact records

**Fund Operations & Projects**

* Work on initiatives that enhance investor experience and operational efficiency
* Support fund performance tracking and treasury reconciliation
* Assist with ad hoc projects, including SOP development, governance documentation, or portfolio company support
* Contribute to compliance reporting and recordkeeping as required

**What We’re Looking For**

* **Experience:** 1–2 years in funds management, fund administration, registry or a related financial services role
* **Technical Skills:** Strong Excel skills (pivot tables, lookups, basic financial modelling); CRM or registry systems experience is advantageous
* **Knowledge:** Understanding of fund structures, investor operations, or private equity fundamentals preferred
* **Attributes:** Exceptional attention to detail, strong organisational skills, and the ability to manage multiple deadlines in a high-pressure environment
* **Communication:** Clear, concise, and confident in both written and verbal communications
* **Mindset:** Proactive, solutions-focused, and driven to continuously learn and grow

**Why You’ll Love This Role**

* **Leadership Access:** Direct collaboration with senior executives and decision-makers
* **High-Impact Role:** Your work directly supports investor relations and fund success
* **Culture:** Not a strict 9–5 role, we operate in a fast-moving investment environment where responsiveness is key, and support flexible working arrangements to achieve results
* **Team Environment:** Collaborative, supportive, and high-performing
* **Excellent Location & Amenities:** Our office located in East Melbourne is well serviced by public transport and offers premium end-of-trip facilities, including:
	+ Onsite café and restaurant
	+ Fully equipped gym
	+ Bike storage and secure lockers

**Send Applications To**

pmadden@straightbat.com.au