

## Portfolio management analyst/associate - Leuven

Imec.xpand, a fast growing, internationally reputed deep tech venture capital fund, is looking for a business administrator with the potential to grow into a CFO or investment manager role over time.

You will be responsible for a very diverse set of operational tasks going from preparing the quarterly and annual reports, managing the audit process, managing the ESG strategy, managing investor relations, interfacing with portfolio companies on reporting requirements, organizing imec.xpand academy events and periodical updates for investors, representing imec.xpand at events to assisting the partners in due diligence activities for investment operations. You will also be responsible for establishing the imec.xpand brand both to the stakeholders of the funds and to the outside world.

The role will prepare you to either take on controller/CFO responsibilities or to grow into an investment manager role, depending on your profile, background and interest. You will for the most part report directly to the managing partner.

We are looking for a candidate with a business or an engineering degree and with 2 to 5 years working experience (associate level) or <2 years (analyst level) preferably at a consulting or advisory firm (associate level). The candidate must be diligent and have an affinity with numbers while at the same time be creative and entrepreneurial. He/she must take initiative and work independently in a fast-paced environment.

### Responsibilities

- Preparing the quarterly and annual reports
- Managing the audit process,
- Managing the financial dashboards,
- Managing the ESG strategy and reporting both at the level of the company as the portfolio,
- Managing investor relations, investor events,
- Interfacing with portfolio companies on reporting requirements,
- Organizing imec.xpand academy events and periodical updates for investors,
- Occasionally representing imec.xpand at local and international events
- Assisting the partners in due diligence activities for investment opportunities
- Building the imec.xpand brand and online presence

### Your profile

- MS in economics or business engineering with a focus on finance and/or marketing
- Long term mindset
- Initial (2-5 years) relevant transactional working experience preferably with a consulting or advisory firm. <2 years of relevant experience can be considered for an analyst position.
- Punctual and creative with an eye for detail
- Take initiative, work independent, get stuff done attitude with high level of autonomy and commercial judgement.
- Native Dutch speaking and fluent in English, other languages are a plus.

### What we offer

- Opportunity to make a career in arguably the most interesting industry out there.
- Work in a small, very high performing team
- The steepest, continuous learning curve possible
- Market competitive salary including a percentage of the profit sharing.

If you are interested in this position, please contact [lien@imecxpand.com](mailto:lien@imecxpand.com).