

Finance and Portfolio Operations Associate

About Kindred

Kindred is an early-stage venture fund based in London. We back founders of technology companies at the very beginning of their journey. Every entrepreneur, adviser, and team member that we work with becomes a co-owner in our fund, which means that everyone shares in the profits of one another's success - we call it Equitable Venture.

We're a team of nine based in Farringdon - five partners leading investments and four employees. We also work closely with a group of extraordinary advisers and 80+ founders. We operate a hybrid working environment, with team members working at least one day a week from home in normalised circumstances.

We are now investing out of our second £80M fund and have made 13 investments so far. We're at an exciting stage in our growth as a firm, and we're looking for an ambitious team player to join us in the journey.

The role

The role reports directly into Kindred's CFO. Day-to-day activities focus on ensuring the Fund is running smoothly through working with various third parties (portfolio company founders, accountants, lawyers, investors), and supporting the CFO on tasks in the areas of compliance, finance, investor relations, portfolio management and portfolio monitoring and reporting.

Please note: This is not an investor role and is not a path to a future investor role at Kindred.

Your responsibilities will include, but are not limited to, the below, and may be subject to change over time.

- Reporting
 - Assist with quarterly and annual (AGM) reporting to our investors
 - Help manage Kindred's internal financial reporting, including overseeing our management accounts and team updates
- Fund and portfolio management
 - Manage our data collection process from portfolio companies on a quarterly basis
 - Work with our CFO across all aspects of our fund management, such as issuing capital calls and distributions and maintaining internal portfolio management databases
- Analysis
 - Responsibility for gathering, analysing and visualising data for quarterly team offsites to show Fund and portfolio company performance and assist in decision making
 - Research and analysis to support Kindred's investment theses
 - Modelling / scenario analysis for individual investments and the Fund as a whole
- Portfolio operations
 - Support Kindred portfolio companies in building leading finance and operations functions.
 - This will include developing our community of finance and operations professionals, building a network of experts and talent, and managing aspects of

our community website.

- Assist with our investment processes, ensuring that the process runs smoothly from start to finish
- Lead weekly team meeting operations
- Drive process improvement across Kindred's internal systems and procedures

The candidate

Who we are looking for

The right candidate would be a proactive self-starter who, alongside the core responsibilities around finance and operations, would work on projects to improve the Fund's processes - this could include anything from working directly with portfolio companies, working with the Head of Network to provide resources to the portfolio as a whole, or implementing processes to improve internal decision making. The right candidate would be able to prioritise effectively in an unstructured environment, have excellent numerical and analytical skills and be able to work both autonomously and closely with other members of the Kindred team.

Requirements

- Highly numerical and analytical
- Strong excel skills
- Strong communication skills - both verbal and written
- Good eye for detail
- Ability to prioritise and work effectively in an unstructured environment

Desirable

- We are flexible about what type of background you have: it could be in PE / VC, Management/Strategy Consulting, Accountancy / Audit, or in a start-up
- Ideally, you'll have 1-4 years of work experience

To Apply for the Role

Please send your CV and a paragraph telling us why you are excited about the role at Kindred to jobs@kindredcapital.vc, entitled "Finance and Portfolio Operations Associate Application".