

Job Title: Portfolio and Finance Manager

Location: Belfast (Flexible/Hybrid working supported)

Reports to: Finance Director

Employment Type: Full-Time, Permanent

Salary: Competitive, plus bonus and benefits

Start Date: Autumn 2025

About Clarendon Fund Managers

Clarendon Fund Managers is a Belfast-based venture capital firm managing multiple early-to-growth-stage investment funds focused on Northern Ireland's most promising sectors. With an expanding portfolio and a mission to drive economic growth, we value integrity, collaboration, excellence and impact. As a B Corp, we actively foster an inclusive, supportive culture where all team members contribute to our success.

Role Overview

This is a key mid-level role responsible for coordinating portfolio and fund-level financial activities across our investment platform. You'll work closely with our Finance Director, investment team, and external service providers to ensure smooth operations, accurate reporting, and strong stakeholder communications.

What Success Looks Like:

- Accurate and timely fund and portfolio reporting.
- Strong relationships with auditors, administrators, and the investment team.
- Contribution to operational improvements and scalable finance processes.
- Trusted contact for LPs and internal stakeholders regarding financial information.

Key Responsibilities

Portfolio Management

- Monitor performance metrics and valuations for all portfolio companies.
- Support quarterly and annual valuation processes aligned with industry guidelines.
- Work with investment teams to maintain KPIs, cap tables, and exit models.
- Prepare reporting for LPs on company performance and fund position.

Fund Finance & Administration

- Coordinate with fund administrators on fund accounting.
- Oversee capital calls, distributions, and compliance processes.
- Liaise with auditors and advisors for filings and audits.
- Maintain GP and related financial accounts.

Internal Financial Operations

- Assist Finance Director with management accounts and FCA reporting.
- Build internal dashboards and forecasting tools.
- Oversee investor onboarding, compliance and invoicing.

Investor Relations Support

- Respond to investor data requests and queries.
- Help prepare investor presentations and reports.
- Maintain accurate investor and capital records.

Essential Qualifications & Experience

- Typically requires around 5-10 years of experience in accounting, finance, or fund services, to develop the depth of expertise needed; however, equivalent skills and knowledge will also be considered.
- Extensive experience or proven track record in fund finance, portfolio operations, or financial control.
- Professional accounting qualification (ACCA/CIMA/ACA or equivalent).

- High proficiency in Excel and financial reporting tools.
- Proven ability to manage multiple priorities and stakeholders.

Desirable (Nice-to-Have) Skills

- Experience in VC/PE environments or fund administration.
- Familiarity with fund management software or CRM tools.
- Exposure to investor communications and capital modelling.

What We Offer

- A competitive salary depending on experience.
- Annual bonus.
- Flexible working options including hybrid work.
- Enhanced family leave and wellbeing support.
- Pension and private healthcare benefits.
- A collaborative, impact-driven culture with career growth opportunities.

How to Apply

Please send your CV and a cover letter explaining why you're a good fit for this role to:
recruitment@clarendon-fm.co.uk

We welcome applicants from all backgrounds and experiences. If you require adjustments to the process or would like to discuss accessibility, please let us know in your application.

Application Deadline: Rolling until position is filled.

Clarendon Fund Managers is an equal opportunities employer. We are committed to building a diverse and inclusive team where everyone can thrive.