FOUNDATION IN FINANCE & ADMINISTRATION

Live Online Classroom, 20-23 October 2026

The course aims to introduce junior personnel to the key roles and responsibilities of a private equity fund's middle and back office, best practices, efficient reporting and the use of Invest Europe Professional Standards.

"I recommend the course because it provides a broader view on the sector in terms of regulations and performance and because of the interaction with course leaders and attendees with different backgrounds."

Karolien Fieremans, Gimv NV

PROGRAMME

TUESDAY, 20 OCTOBER

16:00 – 16:30 CET	Introduction
16:30 – 17:30 CET	Introduction to the middle & back-office role

WEDNESDAY, 21 OCTOBER

09:00 – 09:50 CET	Fund structures, terms and operation
09:50 – 10:00 CET	BREAK
10:00 – 10:50 CET	Fund structures, terms and operation
10:50 – 11:10 CET	BREAK
11:10 – 12:00 CET	Exiting a fund – warranties, liquidation, responsibilities
12:00 – 14:00 CET	LUNCH BREAK

14:00– 15:10 CET	Regulatory framework – AIFM Directive and other relevant regulations
15:10 – 15:20 CET	BREAK
15:20 – 16:00 CET	PE Framework

THURSDAY, 22 OCTOBER

09:00 – 09:50 CET	Accounting for private equity
09:50 – 10:00 CET	BREAK
10:00 – 10:50 CET	Accounting for private equity
10:50 – 11:10 CET	BREAK
11:10 – 12:00 CET	Accounting for private equity
12:00 – 14:00 CET	LUNCH BREAK
14:00 – 15:15 CET	VC valuation case studies
15:15 – 15:30 CET	BREAK
15:30 – 17:00 CET	BO valuation case studies

FRIDAY, 23 OCTOBER

09:00 – 10:30 CET	Fund Performance: the Investor's Point of View
10:30 – 10:50 CET	BREAK
10:50 – 12:00 CET	Reporting Guidelines: the Investor's Point of View

SPEAKERS

Andrew Pollock is Partner in the Business Law Department at **Goodwin** and a member of the Private Equity group. His practice focuses on the establishment of private equity, debt, and infrastructure funds. Mr. Pollock's clients include investment managers across a range of strategies, including direct private equity mid-market investment, infrastructure investments as well as fund of funds and secondary investing. Andrew also has experience advising first time fund managers on their initial structuring requirements and raising seed investment.

Priya Patel is an Special Counsel in **Goodwin**'s Tax practice. She has worked on a range of UK tax matters, including investment fund structuring, executive incentivisation arrangements, corporate and private equity transactions, and leveraged financing. Priya's experience includes acting for managers across a range of asset classes including private equity, infrastructure, renewable energy and real estate funds.

Alexandra Carter is an Associate in **Goodwin**'s Private Investment Funds practice. Alexandra represents investment managers on the structuring, fundraising and ongoing operations of onshore and offshore funds, with a particular focus on real estate, infrastructure and private equity asset classes. She also has experience in the structuring and establishment of joint venture/club arrangements and carried interest and co-investment schemes and has advised on corporate real estate transactions. In 2019 she completed a four-month secondment with GreenOak Real Estate (now BentallGreenOak), where she advised on the fundraising of various equity and debt funds and corporate real estate matters. Alexandra trained at King & Wood Mallesons (formerly SJ Berwin) and qualified in 2016.

Arturas Jakubovskis is a Senior Associate at **Goodwin**, which he joined in June 2025. Prior to that, he was a Senior Associate (Funds and Asset Management) at A&O Shearman, which he joined in 2021 as an Associate. Arturas also worked at Partners Group as Secondee, and before he worked at Stephenson Harwood as an Associate.

Arturas has a LLB and a DPLP from the University of Aberdeen.

Juhi Kapoor is a Senior Manager at **Deloitte**. Juhi is working on some of the largest hedge fund and private equity fund houses based out of US. She has substantial experience and knowledge in the audit of investment companies performed in accordance with the U.S. GAAP/GAAS financial reporting framework. Juhi also has experience working on complex areas such as Level III Investment Valuation, Management Fees and Carried Interest (Waterfall calculations), Financial Highlights, Look through disclosures and ASC 820 Levelling.

Cyril Demaria has over 16 years of experience in fundraising and investing. Formerly Chief Investment Officer for private markets at a large Swiss bank and for a multi-family office, he was also Managing Director of a venture and growth capital fund. His experience encompasses investment and portfolio management in a Swiss fund-of-funds and a French insurance group. Cyril lectures private equity at Invest Europe, EDHEC, ESCP-Europe and EADA, as well as AFIC and SECA. He authored six books on private equity.

Fady Massoud is Quantitative Associate at **Capital Dynamics**, which he joined in 2018. Fady focuses on simulation of PE/debt portfolios, optimization of investment pacing schedules and track record data requests. Prior to Capital Dynamics, Fady participated in a marketing strategy game at Unil Association Enterprise. He is a graduate of the Imperial College Business School having successfully completed the MSc Risk Management & Financial Engineering program with merit.

Courtney Parrish is a Director at **Deloitte**, which she first joined in 2014 as Assistant Manager. Prior to this, Courtney worked at MarketforceLive, which she joined in 2013.

Courtney leads the audits of some of Deloitte's largest family office clients as well as marquee investment management and PE clients.

Courtney graduated from the University of Southampton

Laura Zining Li is a Senior Associate at **Kroll** and is a team member of the firm's Portfolio Valuation practice. Laura specializes in finance and economics with a focus on the valuation of financial instruments. She performs valuation of complex financial instruments and businesses at various stages of their life cycle including infrastructure & real estate financing, equity shares (private equity), senior and subordinated loans (private debt), convertible notes, non-performing loans, distressed assets, etc.

Paul Ellison is funds-focused financial regulatory partner at **Clifford Chance**. Prior to this, Paul was financial regulatory partner at Macfarlanes, where he advised on a wide range of matters including the regulation of private equity funds, fund structuring, and the regulatory aspects of corporate transactions. A member of the British Private Equity & Venture Capital Association's regulatory committee, Paul brings additional financial investor focused expertise to the firm's team in London.

Sam Chan is Director in the London office of **Kroll** and a team member of the Portfolio Valuation service line within the Alternative Asset Advisory business unit. Sam focuses on assisting alternative investment managers, including private equity, venture capital and other industry-specific investment funds. Sam has extensive experience in the valuation of a range of alternative asset classes, including portfolios of illiquid common equity, preferred equity, convertible preferred equity and hybrid instruments. Sam is an ACCA Chartered Accountant, a member of HKICPA and a CFA charter holder.

Will Bodkin is Senior Financial Reporting Manger at **Aztec Group**, which he joined in 2019. Prior to this, Will was Manager with KPMG Channel Islands, which he joined in 2012.

Will graduated the Elizabeth College in Guernsey.

Anna Harris is a Senior Manager at **Deloitte**, which she joined in 2011 as a Project Analyst. Prior to his, Anna worked at Iroquois Group, which she joined in 2010.

Anna leads over 70 practitioners across 3 offices.

Anna graduated from Saint Bonaventure University.

"It was great to participate alongside professionals from diverse areas of the finance/PE industry. Access to experts from top firms is impressive and valuable experience."

Jess Keedy, European Investment Fund

RELEVANT RESEARCH

Invest Europe Handbook of Professional Standards

International Private Equity and Venture Capital Valuation Guidelines, 2022

For a complete list of Invest Europe publications, just follow the **link**.

REGISTRATION

Invest Europe member price: €1652

Non-member price: €2360

*21% VAT will be added to the above prices for Belgium based participants.

For more information and to register for the course, contact Elena Vasileva at training@investeurope.eu