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

Ed Kingsbury is Partner in the Investment Funds and Capital team at Goodwin, advising fund managers and investors on investment fund and investment management arrangements across venture capital, private equity, infrastructure, debt, and other alternative asset classes. He also advises on new fund launches, carried interest and co-investment arrangements, secondaries transactions, and fund-related disputes. Ranked by Chambers for Venture Capital, Ed is recognised for his expertise in the pan-European venture capital funds market and his practical, commercial approach to complex cross-border matters. Before joining Goodwin, he was a Partner at CMS and previously served as General Counsel at WHEB, a sustainability-focused investment group.

Priya Patel is an Special Counsil 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.

Ben Honeywood is Partner at **KPMG**. Ben has over 17 years of experience working in the Big 4 and has worked for KPMG since 2006. Following a three year period in KPMG's Private Equity Group in London, Ben has been working within the PE sector since 2011, delivering cross location engagements with London based managers and Channel Islands based funds. Ben currently works exclusively with PE clients, offering audit and wider assurance services to major global houses offering a range of assurance services, including controls, valuation, track record and carry reporting. Ben also works with various mid-market and high growth clients who are growing their capital base. He is heavily involved in PE industry bodies and regularly presents at seminars and events for Invest Europe and BVCA on PE valuations and market issues.

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

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.

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.

Annabel Harris is a Senior Manager at **Deloitte**, which she joined in 2017 as an Associate. She specialises in investment management, private equity audit & assurance. Prior to his, she had an internship at IPG Mediabrands UK.

Annabel holds a Bachelor of Economics from Durham 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