



Example of Investment Associate Job Description

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Our innovative and growing company is looking to fill the role of investment associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for investment associate

- Preparing and maintaining various spreadsheets and reports for management
- Calculating and processing advisory billing
- Producing and maintaining client performance reports
- Some administrative duties
- Confirm, instruct and ensure settlement of securities and cash
- Coordinate daily cash requirements for a number of accounts throughout the day based on all available information to determine cash availability
- Responsible for review of all foreign currency balances to ensure that all trading activity is funded
- Monitor daily wire activity including review of all settlements at custodians and prime brokers, track non-receipts, resolve overdrafts and booking issues
- Prepare and update management reports on key performance indicators as necessary
- Liaise with accounting and reconciliation departments to ensure exceptions are identified and resolved

Qualifications for investment associate

- Work diligently toward mitigating losses due to error, and be mindful of possible contingencies
- Basic understanding of capital markets and marketable and alternative investment strategies

- Deal support / analysis / quant / legal (from due diligence to modelling and execution)
- Portfolio company support & analysis
- Strong mathematical and quantitative skills