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# Example of Alternative Investment Services Job Description

Our company is looking to fill the role of alternative investment services. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for alternative investment services

* Serve as a contact for a portfolio of clients and their investors
* Review and drive the transactional workflow including maker/checker activities for investor transactions and resolve any outstanding documentation, including KYC/AML documents
* Understanding and articulating the tax reporting structure of alternative investment products
* Analyzing and problem solving, both independently and within the team
* Monitoring and escalating service issues to ensure high quality service to clients
* Supervising team members performing the various responsibilities noted below
* Provide SME support and representation for all bank remediation, change projects and client reporting
* Support regulatory and control initiatives regarding contract management and any associated data requirements
* Support Relationship Management, Client Services and Prime Custody
* Provide regular KPI and MIS to board level, and support senior staff in their decision making by providing timely and informed expert opinion on account status and issues

## Qualifications for alternative investment services

* Detailed understanding of global regulatory frameworks
* Experience of securities servicing/alternative service delivery - preferred
* 4+ years related experience including at least 1 year in alternative investment accounting, business applications testing, analysis and modeling with good knowledge of business systems preferred
* Maintain the books and records of fund entities, special purpose vehicles and carry plans
* Prepare financial reporting and all supporting documentation at the fund and investor levels
* Review fund level financial statements, footnotes, investor-level capital account statements and fund related activity