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# Example of Asset Management Consultant Job Description

Our company is growing rapidly and is looking to fill the role of asset management consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for asset management consultant

* Working with the Consultant Database Manager to maintain external consultant databases, including regular use of Lipper and Morningstar
* Data entry and analysis to ensure the smooth distribution of accurate fund performance information
* Sourcing and formatting data using Excel and internal software systems for outsourced production and internal department use
* Creation and ownership of wider sales support and marketing literature such as bid/offer spreads, Due Diligence Questionnaires (DDQs) and fund charge sheets
* Working with the marketing team on ad hoc tasks including the preparation of fund fact sheets and reporting materials for a range of products
* Supporting the delivery of a variety of projects in the field of asset management
* Responsible for life cycle cost projects with defined levels of responsibility
* Help manage the life cycle cost business stream
* Responsible for preparing proposals and client management
* Responsible for defined business development initiatives

## Qualifications for asset management consultant

* Experience of working in a control function, such as Audit, Operational Risk, or Finance
* A strong understanding of operations processes in asset management, alternative investment operations knowledge desired
* Regional experience desired, and willingness to travel (est 20%)
* Comprehensive knowledge of the Investment Company Act of 1940 and the Investment Advisers Act of 1940, the Securities Act of 1933, and the Securities Exchange Act of 1934
* 5 years experience in compliance or audit in investment management
* An understanding of the competitive global business environment awareness of economic, social, and political trends that impact the organization's global strategy