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# Example of Associate Level Job Description

Our company is growing rapidly and is looking to fill the role of associate level. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for associate level

* Effectively communicate work flow
* Assess credit risk and rating
* Research and analyze companies, industries, historical financial statements and prospective financial information
* Build financial projections and perform sensitivity analysis
* Review loan agreements, waivers and amending agreements, and participate in the negotiation of ISDA documentation
* Monitor credit terms and conditions, covenant compliance tests
* Ensure proper maintenance of credit files and legal documentation
* Review sales agreements and enter financial data in customer management system after calculating total contract value, and if applicable, pricing allocations and at-risk revenue
* Act as a liaison between sales, legal, and finance teams to resolve problems with contract terms
* Process adjustments for amended or terminated contracts to ensure accuracy of reported revenue, deferred revenue, and accounts receivable

## Qualifications for associate level

* Programming skills (in particular VBA) is highly preferred
* Knowledge in cross-asset structured products will be a plus
* Degree in Quantitative Finance or Engineering preferred
* No particular specialised qualifications required
* Strong command of English is mandatory and fluency in local languages (Cantonese, Mandarin) will be a plus
* Knowledge of local culture in Hong Kong