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# Example of Associate / Senior Advisory Job Description

Our innovative and growing company is searching for experienced candidates for the position of associate / senior advisory. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate / senior advisory

* To undertake complex tax compliance and advisory tasks for clients under some supervision
* To take responsibility for the management of their own client portfolio
* To support both Managing Directors and Directors to further develop tax products and services
* To work as part of a team and add to the team spirit
* To have a strong knowledge of industry sectors in which our clients operate, the business issues facing them and our service lines
* To supervise, coach and nurture trainees
* Keeps engagement Management informed on workload and assigned project progress
* May supervise lower level staff, as needed
* Has achieved, or is close to achieving, recognized industry credentials (i.e., CPA/CFE)
* Monitors clients' financial investment portfolios to provide updates and progress reporting, rebalancing of asset allocation model and implementing of recommendations for portfolio rebalancing

## Qualifications for associate / senior advisory

* Three or more years of relevant Corporate Finance experience
* Master’s degree or in the process of completing a finance related qualification
* A strong drive to deliver quality work
* Strong skillset in strategic and financial analysis of companies and projects
* Strong skillset in Excel modelling
* A good understanding of funding structures and financial scenario analysis