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# Example of Due Diligence Analyst Job Description

Our company is looking for a due diligence analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for due diligence analyst

* Liaising with clients both internal and external in an efficient and professional manner
* Engagement with external provider of Transfer Agent Monitoring Programme
* Reporting to management and governing bodies on exceptional investments that don’t pass Initial Assessment
* Other duties as assigned may include participation in on-boarding of clients, Safekeeping of Assets and asset verification, Transfer Agency Oversight, analysis of data from Prime Brokers
* Assist in ensuring audit responsibilities are comprehensively covered
* Ensuring reporting requirements for both Internal and External clients are achieved on a monthly basis
* Acts as the subject matter expert to provide accurate and timely execution with respect to Canadian requirements for colleagues, and service partners
* Leverage and share client and stakeholder feedback to enhance quality and client experience, and assist with the implementation of special projects and initiatives
* Monitor and report all operational risk at hedge funds and private equity funds the documentation of operational procedures and ongoing developments
* Conducting background checks on individuals and organizations using government, industry and proprietary sources

## Qualifications for due diligence analyst

* Exercises good judgement, confidentiality and discretion in communicating with colleagues and partners
* Relevant work experience in AML/KYC on boarding
* Strong understanding and subject matter expertise in AML
* Degree educated with extensive research and analytical experience
* Strong sense of client focus
* Proactive, self motivated, outstanding attention to detail and well-organised