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# Example of Due Diligence Analyst Job Description

Our growing company is searching for experienced candidates for the position of due diligence analyst. 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 due diligence analyst

* Reviewing documents including presentations, organizational charts, financial and legal documents, and meeting transcripts for pertinent information
* Developing subject area expertise in background checking-related topics such as public records research including court records and filings with financial regulatory agencies
* Collaborating with background checking colleagues on results analysis and business process and procedures
* Assisting with special projects and administrative tasks including scanning, document importing and filing
* Analyzing investment/fund performance to determine how portfolio returns align with various market environments
* Implementing decisions by guiding manager/fund inclusion in model portfolios
* Perform investment and operational due diligence assessments on fund managers and specialized investment managers involving analysis and assessment of prospective strategy, investment process, risk management practices, operational controls, and legal/regulatory disclosures
* Review materials received and prepare fund manager summaries for internal review
* Present investment findings and recommendations to the firm’s investment committee
* Communicate with fund managers to request and obtain desired information and documents on an initial and ongoing basis

## Qualifications for due diligence analyst

* CAMS or equivalent AML certification
* Proficient communication, customer services and interpersonal skills
* Prior experience with KYC documentation, documentation review and Goldtier System
* Fluency in English and a second language is essential
* 7 to 10 years investment experience with operational knowledge related to alternative investment products and managers (fund-of-funds, hedge funds, private equity)
* Language skills – Spanish and/or Portuguese strongly preferred