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# Example of Due Diligence Analyst Job Description

Our company is hiring for a due diligence analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for due diligence analyst

* Coordinate with service providers for timely receipt of independent reports
* Attend industry conferences and events to assist in sourcing new fund managers
* Update and maintain firm databases and spreadsheets
* Compile and archive supporting diligence documentation and materials
* Assist in management and training of junior team members
* Support other special requests
* Coordinate, prepare for and actively participate in on-site due diligence meetings with senior management of potential and existing investment advisors and evaluate their processes, policies, procedures and controls
* Coordinate and review background investigations of senior management of potential and existing investment advisors
* Analyze audited financial statements from underlying funds to identify departures from generally accepted accounting principles, qualifications of audit opinions, performance, related party transactions and other unusual attributes
* Review offering and legal documents for underlying funds in search of “off-market” terms or language

## Qualifications for due diligence analyst

* Relevant course work in criminology, law and logic a plus
* Reviewing third party service provider relationships and agreement terms performing onsite reviews of these service providers
* Comprehensive understanding of AML/BSA/OFAC regulations
* Possesses proficient analytical skills and attention to detail
* Solid relevant work experience in AML/KYC on boarding in financial services industry
* Sound knowledge of global AML/KYC guidelines such as FATF Canada specific regulatory requirements (per OSFI B-8, FINTRAC Guildlines, Proceeds of Crime (Money Laundering) and Terrorist Financing Regulations)