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# Example of Due Diligence Associate Job Description

Our growing company is looking for a due diligence associate. 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 associate

* Participate in calls and in-person meetings with senior hedge fund personnel, service providers, and other related parties
* Build and maintain relationships with hedge fund managers and service providers
* Developing and maintaining a high level of product knowledge related to Hedge Fund Investments
* Assisting with the development and maintenance of data and user tools related to Hedge Fund monitoring
* Understand and interpret the compliance and regulatory aspects driving Line of Business monitoring needs
* Assist with financial due diligence
* Similarly, participate in on-going monitoring of existing investment advisers via periodic and accelerated updates, highlighting issues or noteworthy developments to appropriate teams
* Actively assist in AIMS-wide projects actively participate in and lead Operational Due Diligence initiatives
* Build and maintain industry expertise necessary to effectively engage senior personnel at investment advisers and assess adequacy of overall control environment
* Build and maintain an understanding of relevant risk metrics and analytical approaches

## Qualifications for due diligence associate

* A flexible working style
* Self development and active management of feedback
* Leaders of the future – willingness to lead is a positive
* A Bachelor’s degree is required in engineering or business
* 2-3 years of transaction experience at a Big 4 accounting firm
* CPA or actively pursuing certification