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# Example of Due Diligence Associate Job Description

Our innovative and growing company is hiring for a due diligence associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for due diligence associate

* Participates in I&TS AML related initiatives, preparing materials and leading discussions on regulatory & project development, and impact analysis
* Lead KYC workflow application infrastructure integration and act as general AML/KYC data management coordinator
* Analysing hedge fund financial statements with the goal of identifying key risks that the business and fund investment poses to potential / current investors
* Escalate high risk records or applications to the Director, Due Diligence Europe or AML Compliance as appropriate, and obtain approvals as per established policies and procedures
* Assist with AML Compliance Training on identification and reporting of suspicious activity
* Perform supporting role in conducting and documenting initial and anniversary operational due diligence meetings
* Work closely with the internal investment team to prepare for business / operational reviews related to imminent and existing investments
* Write detailed reports containing comprehensive information and analysis related to the business and operational environment at the hedge funds which are published to the investment committee
* Help to identify current investments that undergo significant change over time in order to determine necessity of “as-needed” monitoring
* Provide high level backup to team members by spotting abnormalities or inconsistencies

## Qualifications for due diligence associate

* Minimum 5 years Business Analyst work experience or experience in managing a team or group of Business Analysts
* 1-3 years experience in KYC/Due Diligence preferred
* Fluency in written and spoken Hindi is a must
* Knowledge and understanding of Indian legislative, executive, and judicial branches would be a plus
* Able to influence others and prioritize workload / multitask
* Strong sense of accountability and ownership of quality