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# Example of Due Diligence Associate Job Description

Our company is searching for experienced candidates for the position of due diligence associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for due diligence associate

* Responsible for the global reporting of the due diligence team, including but not limited to operation efficiency KPI, program effectiveness, responses to regulatory enquiries
* Performing internal fair value levelling on all managed accounts and reconciling it to the administrator provided information
* Building out reporting to combine commingled fund and managed account data for valuation risk trend analysis and issue spotting
* Be responsible for managing a team of KYC Analysts performing Client Risk Scoring, Client Identification, and KYC documentation reviews for on boarding (new clients/accounts) and KYC Refresh/Remediation (existing clients/accounts)
* Act as the “reviewer” in the preparation of Unusual Transaction Reports (UTRs) and Suspicious Activity / Transaction Reports (SARs / STRs), and other regulatory reports and communications as needed
* Implement, or assist with the implementation of special projects and initiatives as assigned by the Director, Due Diligence Europe
* Manage the on going training and development requirements of team members
* Actively manage the development and appraisal process for all direct reports
* Maintain a current understanding of money laundering and terrorist financing issues, including policies, procedures, regulations, industry best practice, criminal typologies
* Presentation of operational due diligence findings to both global and international investment committees

## Qualifications for due diligence associate

* Strong presence with Business partners, partnership and leadership skills
* Assist with the development and maintenance of data and Portfolio Manager tools related to PE due diligence and fund monitoring
* Bachelor’s Degree preferred and 1-3 years experience in KYC/Due Diligence
* Local language reading and writing skills
* Bachelor’s degree with a minimum of six years of relevant experience
* Aptitude for building relationships and ability to communicate complex issues to a wide array of internal and external clients with differing levels of experience with the regulatory environment