Downloaded from <https://www.velvetjobs.com/job-descriptions/group-associate>

# Example of Group Associate Job Description

Our company is growing rapidly and is hiring for a group 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 group associate

* Supporting, and contributing to idea generation activities through research, analysis of company financial statements industry and market information, and preparation of client presentations
* Serve as a client-facing contact to clients / clients‘ advisors
* Assist in managing portfolio implementations, on-boarding discussions, and changes to investment management agreements
* Manage generation and presentation of client reports including quarterly reviews, performance attribution, and other ad hoc requests
* Complaints received by the business
* Work with Associate Director, M&A to execute PCFS monitoring & assurance programme, to ensure fiduciary practice is in line with the required professional standards
* Provide feedback to Associate Director in order to form recommendations to senior management for potential changes to operating procedures
* Ensure quality control across all teams with particular focus on agreed GTOM KPIs
* Support M&A testing of new business process as part of overall monitoring & assurance programme
* Support review and oversight of Complaints within PCFS

## Qualifications for group associate

* Strong understanding of the legal and regulatory aspects of derivatives (ISDA, CSA, confirmations, Basel III, Dodd-Frank)
* Facility in working with internal pricing systems as well market data
* Five to ten years of experience building or reviewing risk / capital models
* Programming experience in C/C++, Python or similar preferred, experience with statistical software
* Sound judgment in identifying risks in order to proactively address and where necessary escalate with RRG management
* Preparing materials for meetings with regulators, including collation of information from relevant stakeholders