Downloaded from <https://www.velvetjobs.com/job-descriptions/hedge-fund-analyst>

# Example of Hedge Fund Analyst Job Description

Our growing company is looking for a hedge fund analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for hedge fund analyst

* Timely preparation of credit approval submissions and related documentation required as part of approval process, including but not limited to, amendments, trading lines, periodic single name strategy exposure reviews, and Exceptions Committee requests
* Timely preparation of Transaction Requests and Annual Reviews for existing and new relationships
* Monitor and continually maintain accurate counterparty compliance reports including NAV and performance data
* Quarterly report prepartion of team activity for senior management in GTCM, Global Credit and Capital Markets
* Understanding of securities regulations govering mutual funds, hedge funds, pension funds and other institutional counterparties
* Originate and monitor the highest caliber hedge fund investments within the Equity Long / Short strategy
* Conduct rigorous due diligence on each manager and the underlying portfolio both prior to and after investment
* Ensure that the investment process is thoroughly executed and communicated both in writing and verbally presented
* Recommend admittance/exit of managers to approved list
* Interact with portfolio management to recommend appropriate allocation to managers in Equity Long / Short

## Qualifications for hedge fund analyst

* Bachelor’s degree and 0-3 years of experience in alternative investments or capital markets more generally
* The ideal candidate will have a minimum of 5 to 7 years of experience in the investment management industry in combination with a relevant advanced degree
* Experience analyzing loans backed by real estate assets or energy and mining assets would be a plus
* The analyst must be able to work independently, will have exceptional communications skills (both written and verbal), will be well-versed in financial and quantitative concepts
* Hedge fund operations experience with working knowledge of administering various asset classes on Advent Geneva, detailed knowledge of Bank Debt a plus
* Strong understanding of accounting principles, ideally how Bank Debt transactions impact financial statements