



Example of Capital Markets Associate Job Description

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Our growing company is hiring for a capital markets 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 capital markets associate

- Interface with CMHs technology team to build market data and trade databases, and automate data feeds
- Pro-actively participate in and supports changes in reporting requirements and development/prototyping of timely, actionable MIS (performance drivers) to support business strategies and assess effectiveness of strategy execution for assigned businesses
- Take ownership of revenue, balance sheet, RWA, PCL and direct expense planning, forecasting and reporting for assigned Corporate Banking and Global Credit businesses
- Support business managers and heads of Corporate Banking and Global Credit on any ad-hoc requests relating to financials
- Present information to business managers and heads
- Writes detailed commentary on business performance
- Support Investment Banking, COO Functions advisory, Performance Management global platform responsibilities as required
- Act as HR Business Partner in providing advice on various business decisions from C&B perspective and complicated HR-related issue
- Relationship manager and primary point of contact for debt and equity capital relationships when placing requests and working closely with the Senior Vice President
- Support Philadelphia Real Estate Investment Banking team in pursuing new business and preparing financing packages across the Philadelphia region

- Ensure adherence to all regulatory and legal standards appropriate to the business
- This is a regular full-time position with a base salary in the range of \$80,000-\$110,000, plus discretionary bonus and benefits
- Advising clients undertaking capital markets transactions governed by the relevant regulatory territory
- Preparing Accountants' Reports, drafting Working Capital reports, Long Form (due diligence) reports and Financial Position and Prospects (FPP) reports
- Reviewing and commenting on documents prior to submission to the relevant regulatory authorities managing the firm's risk in relation to the services we provide
- An interest in capital markets transactions