

Operational Due Diligence Analyst

Job Summary

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Under general supervision, uses specialized knowledge and skills obtained through experience and formal training to develop and maintain an alternative investment operational due diligence program. Coverage universe will span the spectrum from publicly registered alternative mutual funds to private equity products. Will communicate regularly with outside fund managers, analyze fund operations, and prepare written reports based on analysis performed. Collaborate with Raymond James Alternative Investments Group (AIG) Operations and Due Diligence teams to obtain information needed from fund sponsors. Guidance is provided to perform varied, complex functions with the responsibility for making non-routine decisions; however, the incumbent is expected to perform the role with a high degree of independence.

Essential Duties and Responsibilities

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- Assist in the development and maintenance of a formal AIG operational due diligence plan. Update design as needed on a regular basis.
- Perform operational risk reviews of funds. Prepare written reports based on these reviews.
- Conduct onsite due diligence reviews on third party managers and service provider operational support, internal controls, trade processing, and employees.
- Evaluate accounting and reporting processes and controls including cash management, valuation practices, and NAV analysis.
- Review financial statements and any other relevant reports on the firms' control environments.
- Analyze funds' adherence to internal compliance policies and regulatory requirements.
- Create and execute an annual project plan to cover all required operational due diligence reviews.
- Willingness to embrace technology and employ lessons learned to improve operational due diligence processes.
- Interact with Raymond James Financial Advisors to answer questions about the operational infrastructure of funds on the Raymond James platform.
- Actively support the AIG product teams' efforts to ensure platform competitiveness and advisor

satisfaction while meeting the firm's regulatory/oversight responsibilities.

- Develop and/or distribute topical reports to educate advisors on pertinent regulatory updates or industry trends related to operational due diligence topics.
- Maintain an archive of relevant regulatory updates and educational materials that may be easily referenced by advisors and other employees of the AIG team.
- Perform other duties and responsibilities as assigned.

Knowledge, Skills, and Abilities

Knowledge of

- Operations of broker dealers, hedge funds, and private equity firms
- Fund accounting procedures and audit
- Intermediate investment concepts, practices and procedures used in the securities industry
- Financial markets and products
- Quantitative and qualitative understanding of the investment management business and performance measurement
- Understanding of major securities acts and how they apply to alternative investment funds

Skill in

- Performance calculations
- Analyzing financial information including audited financial statements
- Proficiency in Excel and Access

Ability to

- Produce accurate information on products and projects
- Exhibit excellent written, verbal and interpersonal communication skills, as this position will be a contact point for Financial Advisors who wish to talk in detail about all aspects of AIG and specifics about investment managers and performance reporting
- Organize, manage and track multiple detailed tasks and assignments with frequently changing priorities in a fast-paced work environment
- Attend to detail while maintaining the big picture orientation
- Read, interpret, analyze and apply information from professional publications
- Meet many deadlines to provide quarterly and monthly data to internal associates and external Financial Advisors
- Work independently as well as in a team environment
- Assist in leading meetings and contribute to team efforts by ensuring all relevant information is included in the outcomes

Educational/Previous Experience Requirements

Education/Previous Experience

- Bachelor's Degree (B.A.) in accounting or finance and a minimum of five (5) of experience at a broker/dealer or hedge fund or private equity firm
- OR ~
- Any equivalent combination of experience, education, and/or training approved by Human Resources

Licenses/Certifications

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- SIE required provided that an exemption or grandfathering cannot be applied.
- Series 7 within 6 months
- Prefer candidate for the CFA, CPA or CFP

Travel

Travel Required

Travel Required: Yes, 50 % of the Time