

Due Diligence Analyst

JOB DESCRIPTION: This position reports to the Senior Due Diligence Officer and will work closely with all Concorde Investment Services team members and outside parties. The focus of the role is to assist in the robust due diligence processes of the firm already in place and to help expand on them. The Due Diligence Analyst will be an integral part of the due diligence team and their mission of providing quality products and sponsors. This position will focus mainly on Alternative Investment products but may have exposure to third party money managers and insurance products as well.

Roles and Responsibilities

- Due Diligence Review support.
 - Gather and track all documents required for a product offering or sponsor review.
 - May perform reviews of sponsors or products, depending on experience level with the various investment structures.
 - Maintain processes across products to assess risk periodically and address with product sponsors. Documentation of these processes.
 - Create and maintain due diligence records and files, including writing reports and presenting the information to the Due Diligence Committee.
 - Maintain a high level of integrity.
- Creating content for due diligence update calls with the Registered Reps.
- Assist in the creation of tools that will help the Registered Reps.
- Maintain the Product Inventory Portal and internal informational sites.
 - Gather information and update the inventory on a regular basis.
 - Update current cash flows and changes to the offerings.
- Be a resource for the Registered Representatives via calls and email.
- Respond to ad hoc requests and research projects.
- Work with the Compliance Department on sponsor marketing submissions and centralizing educational materials.
- Participate in industry conferences and due diligence meetings. Some travel required.

Core Strengths and Skills

- Focuses on the goals and objectives of the team.
- A self-starter with attention to detail and an inquisitive mind. Strong analytical skills are required.
- Must be eager to learn new things and expand your knowledge base / level of expertise.
- Ability to assess the risks, feasibility, and consequences of complex products.
- Understanding of financial reports, budgets, business plans, investment terminology. A business degree would be a plus.
- Highly organized and analytical.
- Effective written and oral communication skills.
- Ability to work with a team to accomplish the firm's goals.

Requirements

- FINRA Series 7 license (+65 and 24 preferred)
- 3-5 years' experience with a Broker Dealer
- Experience with Alternative Investments (DST, REIT, LP, PP, QOZ)
- Prior due diligence experience preferred.
- A Business, Finance or Economics degree is preferred but not required.

Location

Remote eligible, some travel required.