**Compliance Analyst (New York, NY):**Our client, a $10B multi-strategy asset manager, has a newly created position within their legal and compliance team.  This individual will be the working with three individuals that our team knows extremely well – they are fantastic.  The new hire will perform compliance responsibilities for the SEC registered investment advisor and affiliated family office which has both public and private market investments. The business is complex and has intriguing investments so this is an ideal opportunity for a junior legal/compliance professional to gain exposure to their entire business under tremendous leadership.

Key Points:

* The GC/CCO is intelligent, committed to his team, and overall, wonderful
* The two other members of legal and compliance are individuals we’ve placed within the organization and know well – they are bright, supportive, kind, and excited to help onboard this new hire
* Incredible exposure to all aspects of compliance functions

Responsibilities:

* Manage extremely confidential data including a proprietary data base
* Maintain the compliance portal including adding and updating information; linking accounts and reports; reviewing alerts
* Assist with data collection for regulatory filings (Form ADV, Form PF, Part 2 Brochure, AIFMD Annex IV, etc.) and annual distributions
* Drive compliance initiatives along with the other team members including the annual compliance review, mock SEC exams, code of ethics and NDA logs, restricted list, AML/KYC, and compliance trainings

Qualifications:

* 1-2 years of compliance or paralegal experience with knowledge of the financial services space
* Ability to multi-task, spearhead projects, and be resourceful
* A strong team player with the confidence to speak with individuals of all levels internally (high exposure role)
* Organized and efficient