

SALI Fund Services Due Diligence Analyst

Firm Summary:

Founded in 2002 and based in Austin, TX, SALI Fund Services (“SALI”) provides a turn-key solution for the creation and administration of Insurance Dedicated Funds (“IDFs”). SALI administers IDFs for a broad range of alternative asset managers, from boutique hedge funds to the largest wealth management institutions in the world. Currently, SALI manages over 130 separate IDFs with over \$15 billion of assets under management.

SALI enables investment managers to create tax compliant IDFs which can be attached to insurance company Private Placement Variable Annuity and Private Placement Life Insurance investment account platforms. On an ongoing basis, SALI serves as the fund administrator to the IDF.

SALI is an investment adviser registered with the Securities Exchange Commission and a commodity pool operator registered with the Commodity Futures Trading Commission.

Position Summary:

SALI is seeking a full-time Due Diligence Analyst to support the Due Diligence team in overseeing and managing SALI’s Due Diligence Program and assist with reporting for institutional investors. The Due Diligence Analyst will be responsible for the ongoing monitoring of SALI’s existing investment funds as well as assisting with the evaluation and onboarding of new Investment Subadvisors to the SALI platform.

Responsibilities:

- Perform monthly and quarterly reviews on investment funds by monitoring investment performance and volatility, correlation to benchmarks, adherence to investment mandate, and diversification limits of underlying positions.
- Evaluate investment managers’ ownership structure, investment philosophy, valuation procedures, trading and internal controls, disaster recovery procedures, infrastructure, service providers, and compliance environment.
- Monitor incoming investments for adherence to investment funds’ strategy, liquidity, and restriction guidelines as described in the investment funds’ offering documents.
- Evaluate annual background checks on all new and existing investment managers. Assess data gathered and ensure that senior management is apprised of key issues and risks.
- Attend performance calls with Investment Subadvisors to review investment performance, market outlooks, and operational changes.
- Evaluate third-party service providers cybersecurity and risk management policies.
- Monitor investment funds’ exposure to commodities, futures, and swaps.
- Collect and review investor reporting from Investment Subadvisors for distribution to limited partners on a timely basis.
- Assist in other, various operational processes, as requested.

Qualifications:

- 4-year college degree

- Finance background and strong understanding of various financial instruments, asset classes, etc. (2-5 years of finance industry related experience preferred)
- Strong accounting skills and excellent written and verbal communication skills required
- Excellent PC-related skills (Excel, Word, Outlook or other software applications) a necessity
- Individual must be highly detail-oriented and quantitative
- Shows initiative, self-motivated, professional demeanor, and desire to learn
- Flexibility to adapt to changing work priorities and assignments. Ability to work under pressure and meet deadlines
- Works effectively in a team environment. Participate in team projects, assignments and team responsibilities such as continual process improvement, strengthening of controls, peer analysis and team education sessions

Compensation:

Dependent on experience

Please send a cover letter with salary requirement and resume to hr@sali.com