

Analyst/Senior Analyst – Investment Consulting

Aon is a global leader in risk management, insurance and reinsurance brokerage, human capital and management consulting, and outsourcing with more than 36,000 employees in 500 offices in more than 120 countries. We integrate customized services, leverage expertise across industries and apply business knowledge to our clients' strategic goals. Aon helps clients anticipate how change intersects with opportunity. Each of our clients has unique business needs, so we have developed expertise for a complete range of business processes, products and industries. Aon's account and relationship managers form a comprehensive perspective of our clients' organizations, matching our expertise to their business strategy.

Primary Duties:

- *Conducting investment projects such as investment structure reviews, manager searches and record-keeper searches;
- *Reviewing and amending governance documents such as statement of investment policies and procedures, and terms of reference;
- *Researching investment issues and topics such as commission recapture programs, securities lending policies and soft dollar arrangements;
- *Preparing presentations on topics such as investment fundamentals, manager selection and manager structure;
- *Writing conclusions and recommendations, and other sections in investment reports;
- *Presenting investment reports at client meetings;
- *Answering questions from clients at meetings;
- *Serving as the day-to-day contact for clients;
- *Training less experienced analysts;
- *Keeping up to date about current financial events and news;
- *Checking calculations performed by other analysts;
- *Reviewing investment reports prepared by other analysts;
- *Drafting emails and letters for consultants;
- *Preparing performance monitoring reports which includes:
 - Gathering qualitative and quantitative data from external managers and custodians
 - Inputting data into spreadsheets
 - Calculating performance statistics
 - Creating and modifying charts and tables
 - Writing commentaries on the performance of managers
- *Presenting investment topics at internal team meetings.

Qualifications and Experience:

- *Four (4+) years of relevant experience;
- *CFA charterholder;
- *Undergraduate degree in relevant program (e.g., Business Administration, Commerce, Actuarial Mathematics and Mathematics);
- *General knowledge of the investment industry;
- *Advanced knowledge of Microsoft Excel (e.g., array and vlookup formulas);
- *Ability to use Microsoft PowerPoint and Word;
- *Strong oral and written communication, and mathematical skills;
- *Ability to multi-task, work under pressure and meet tight deadlines;
- *Detail-oriented.

Aon offers competitive compensation, exceptional benefits, continuing education & training, and tremendous potential with a growing worldwide organization.

Aon's professionals are unwavering in their client focus and integrity. We promote professional development & apply a disciplined, non-bureaucratic approach to help our clients realize their business potential. Drawing on our experienced team as a competitive advantage, Aon employees have the freedom to take risk, foster innovation, champion for change and replicate best practices.

For more information about Aon Corporation, visit our website at www.aon.com.

Aon is an equal opportunity employer, committed to a diverse workforce.