

Job Description: Compliance Analyst / Intern - Summer

Location: Dallas, TX

Company Description

Standish Compliance Services, LLC (**Standish Compliance**) is a premier Texas-based compliance services provider to private fund firms across the U.S. Standish Compliance is a boutique compliance practice that provides customized, high-touch outsourced compliance resources and expertise to private fund managers, including hedge funds, private equity funds, real estate funds, oil and gas funds, other alternative investment funds, and select family offices and private wealth managers.

Opportunity

A Standish Compliance Analyst/Intern has the unique opportunity to learn the private fund industry and SEC compliance practice from veteran SEC and industry experts, mid-level seasoned compliance professionals, and other dedicated junior team members in an inviting and rewarding atmosphere. Standish Compliance is a fast-paced, high-energy firm dedicated to providing excellent proactive, high-touch expert service. We are committed to maintaining a family-friendly, fun, work-life balanced environment. We value team members who are easy to get along with, and who work collaboratively with others. Standish Compliance succeeds when our team is given opportunities to grow and develop their expertise and skills with the firm.

Position Summary

- Work closely with the Standish Compliance operational and client service teams in helping clients meet regulatory and compliance requirements across the private fund industry.
- Gain hands-on exposure to private fund operations, regulatory frameworks, and compliance programs through active participation in client engagements.
- Assist with Code of Ethics reporting, employee surveillance, and provide general operational and client service support as needed.
- Coordinate and assist with special projects and initiatives across operations and compliance.
- Complete a project involving research on a regulatory or compliance topic, as assigned or agreed upon, and its application in the private fund industry.

Candidate Requirements

- Pursuing a bachelor's or advanced degree in Finance, Business, Economics, Accounting, or another Humanities/Human Services field with a strong interest in financial services.
- Strong experience with MS Suite (Word, Excel, PowerPoint, etc.).
- Ability to analyze and document both business and technical processes.
- Ability to organize and prioritize multiple tasks.
- Willingness to learn new procedures and applications.
- Ability to handle confidential information, work with limited supervision, and collaborate with other team members.
- Able to work full-time or part-time on location (not remote) from our home office in Dallas, TX.
- Able to work in the U.S. without sponsorship.