

Editorial Associate – Corporate Due Diligence

Role Reports to	Managing Director
Full/Part Time	Full time
Location	Summertown, Oxford (3 days a week) & remote working (2 days a week)

About Diligencia

Diligencia is a specialist information services provider, focused on due diligence solutions and corporate intelligence across Africa and the wider Middle East. Established in 2008, we use advanced technology and human insight to gather and compile high-quality legal entity data in territories where public domain information is not readily available. This data acts both as a foundation for our clients' KYC and due diligence activities as well as our investigative research; the data and insight we provide informs opinions and accelerates our clients' decisions.

Headquartered in Oxford, Diligencia has offices in Tangier, Morocco, and Dubai in the UAE, coordinating our data gathering activities across emerging markets. Our vision is to bring clarity to a region poorly served by reliable and accessible public record information.

What we believe in

- Clarity – our guiding philosophy informing everything we do, from the quality of our information, how we communicate and what we enable our clients with i.e., enabling clarity in their decision making
- Authenticity – our information is authentic because we have gone back to original and official data sources to establish unequivocal facts. We also strive to be authentic, open, and honest in our relationships with each other internally, and the clients and partners we work closely with; we provide information on emerging markets, which we believe should be easily and openly accessible to everyone
- Tenacity – we have had to work hard to build our database, tying together data from several different sources, sometimes entering it manually. Our company history, therefore, speaks of tenacity, the same kind of tenacity and attention to detail all our employees show when they go about their research
- Relationships – the relationships between the subjects on our database unlock the power of our information; the relationships we have with our clients, our employees, our suppliers, and our host governments are also key to our future success.

Diligencia Oxford (Head office)

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Job purpose

We are seeking a meticulous and detail-oriented Editorial Associate to join our Corporate Due Diligence team. This role is integral to ensuring the accuracy, clarity, and compliance of investigative reports. The ideal candidate will have strong editing skills, an understanding of corporate structures and due diligence processes, and the ability to manage multiple reports under tight deadlines.

Main accountabilities

1. Report Review and Editing

- Edit investigative reports related to corporate due diligence, ensuring accuracy, clarity, and adherence to industry standards.
- Verify factual data, including corporate structures, ownership details, and financial information.
- Maintain high standards of language, grammar, and consistency across all written content.
- Identify and address informational gaps, ensuring reports are comprehensive and well-structured.

2. Research and Collaboration

- Work closely with analysts to understand case specifics and provide editorial guidance throughout the reporting process.
- Conduct additional open-source research to supplement reports where necessary.
- Cross-check official documents with interview material to ensure accuracy and integrity.
- Assist in the refinement and development of internal reporting templates and best practices.

3. Case Management Support

- Review case requests and client specifications to ensure all relevant information is captured.
- Track case progress, set intermediary deadlines, and monitor the workflow for timely completion.
- Communicate with analysts to flag inconsistencies or gaps that require follow-up.

4. Client Interaction

- Serve as a point of contact for clients once reports are finalised.
- Address client follow-up queries by coordinating with analysts to provide timely and precise responses.
- Ensure all reports meet client expectations and adhere to regulatory requirements.

This job description indicates the role and responsibilities but should not be construed as an exhaustive list of duties that the post holder may be asked to undertake.



Requirements specific to the role

- **Experience:** Proven background in editing, proofreading, or case management within a corporate, investigative, or due diligence environment.
- **Language Proficiency:** Exceptional command of English; proficiency in Arabic or French is a plus.
- **Critical Thinking:** Strong analytical skills with the ability to interrogate and synthesise information effectively.
- **Time Management:** Ability to juggle multiple deadlines and prioritise tasks efficiently.
- **Attention to Detail:** High level of accuracy and consistency in reviewing reports.
- **Communication Skills:** Excellent written and verbal communication skills for collaboration with analysts and clients.
- **Technical Proficiency:** Experience with Microsoft Office Suite and relevant editorial tools.

Additional Information

- This role requires handling sensitive and confidential information with discretion and professionalism.
- The Editorial Associate will work in a fast-paced, deadline-driven environment, often managing multiple reports simultaneously.
- The position offers an opportunity to collaborate with due diligence experts and analysts in producing high-quality investigative reports.

Benefits

Diligencia is a forward-thinking company that offers a generous package, including:

- Competitive base salary
- Life assurance at 4x salary
- Contributory workplace pension scheme (4% employee, 6% employer)
- 25 days annual leave
- Private health scheme



How to apply

Thank you for your interest in working at Diligencia.

Please send a copy of your CV and a covering letter to careers@diligenciagroup.com.

We will be in touch shortly if there is a suitable position available for you.

Unfortunately, it is not possible to respond to all applications due to the number we receive. If you do not hear from us, regrettably your application has been unsuccessful. We wish you all the best with your employment search.

