

## Senior Administrator – Transfer Agency

Applications are invited by the Dublin office of MaplesFS for the position of

### Senior Administrator – Transfer Agency

who will report to the Assistant Vice President and above and be responsible for providing transfer agency administrative duties to a portfolio of clients including UCITS, Hedge and Private Equity

Key duties will include A-Z processing including investor transactions and distributing contract notes and statements to investors; responding to shareholders queries; developing effective working relations with clients; and preparing distribution payments, including input of wires in banking systems and sourcing of all required supporting documentation.

Additional duties will include: completing customer due diligence on investors and obtaining FATCA and CRS documentation; liaising with auditors to provide required information and responding to audit queries promptly; and assisting team members with general transfer agency administrative tasks and liaising with other departments as required.

He/she will be expected to: mentor and train junior members of staff; act in accordance with internal policies and procedures; and assist with ad-hoc projects (including reporting), as required.

The successful candidate will have an excellent knowledge of Microsoft applications; a third level degree together with a minimum of 1 - 3 years relevant experience in registrar and transfer agency services.

This post requires attention to detail, professionalism, ability to multi task and excellent organisational, prioritisation and communication skills.

We offer a supportive environment, structured on a team basis. Benefits include 4 weeks' vacation (pro-rated for part years), health insurance and pension plan.

Qualified applicants should write, enclosing their CVs to [careers.eu@maplesfs.com](mailto:careers.eu@maplesfs.com) quoting reference: Dublin – Senior Administrator – RTA.

For an explanation regarding how we handle the details and CV submitted for positions with one of our European entities, please refer to our Applicant Privacy Notice which is available [here](#).

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