

Assistant Vice President – Transfer Agency

Applications are invited by the Dublin office of Maples Fund Services for the position of

Assistant Vice President Transfer Agency

who will report to the Senior Vice President/Vice President and be responsible for overseeing a team responsible for the provision of share registrar and transfer agency services to a variety of clients and fund structures in multiple jurisdictions.

The successful candidate will have a detailed understanding of all forms of investment fund structures, a comprehensive knowledge of relevant local and international laws and regulatory requirements as well as direct experience in managing a team of registrar and transfer agency administrators.

He/she will have experience of industry-recognized share registrar and transfer agency software systems and series, partnership, private equity and equalization methodologies. He/she must also have a thorough understanding of anti-money laundering requirements and relevant regulatory requirements including FATCA and CRS reporting

The successful candidate will have a third level qualification together with a minimum of five years relevant experience in registrar and transfer agency services, with a minimum one year supervisory experience.

Key duties include being responsible for a portfolio of clients, reviewing offering and subscription documents. He/she will manage client-related administrative functions, liaise with investors, investment managers, directors, lawyers and other

third party service providers in various international jurisdictions and will coordinate the client acceptance/ onboarding processes. He/she will ensure compliance, risk and operational policies are adhered to, and assist with training initiatives and general project work as required

He/she will be expected to demonstrate strong leadership and organizational skills combined with in-depth technical knowledge in a challenging daily environment.

We offer a supportive environment, structured on a team basis. Benefits include 5 weeks' vacation (prorated for part years), health insurance and pension plan. Our competitive remuneration package is based on qualifications and experience.

Qualified applicants should write, enclosing their CVs to careers.eu@maplesfs.com referencing: Dublin – AVP – 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](#).

Maples Fund Services is a leading independent provider of accounting, middle office, risk reporting and administration to onshore and offshore hedge funds, fund of funds, private equity, family offices, real estate funds and managed account platform services. With offices in key locations around the world, its clients include global financial institutions, institutional investors, investment managers and international corporations.

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