

Data and Reporting Analyst

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

Data and Reporting Analyst

Reporting directly to the Vice President, the successful candidate will be involved in the rollout and ongoing support of our fund accounting and investor services systems. The Data and Reporting Analyst will be responsible for process analysis and re-engineering, system configuration and testing.

The role will also involve end user support and ongoing data management.

The Data and Reporting Analyst will join a global team that is responsible for supporting portfolio accounting, operations and reporting functions in Montreal in order to provide services to our local and global clients.

He/she will ensure that fund accounting and investor data is maintained in relevant systems in a timely and accurate manner; design and implement automate processes for accounting and reporting; assist in client on-boarding process for new clients; assist in gathering client requirements and reporting; demonstrate keen awareness of industry and technology; and work with IT team, systems vendors and other third parties to resolve issues and developing bespoke client solutions and participate in defining project specifications and roll-out of reengineered processes.

The ideal candidate will have 2-5 years work experience in fund accounting or investor services. Technical and system experience will be an asset with a strong penchant.

We offer a supportive environment, structured on a team basis. Salary will reflect qualifications and experience.

Qualified applicants should write, enclosing their CVs, to careers.usca@maplesfs.com quoting reference: Montreal – Data and Reporting Analyst.

Only successful candidates will be contacted.

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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