

Senior Data Management and Reporting Analyst

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

Senior Data Management and Reporting Analyst

who will be responsible for providing Data services, Fund Accounting and Regulatory services to internal and external clients.

Reporting directly to the Vice President, the successful candidate will be responsible for ensuring that transactions, security masters and prices are loaded into our portfolio accounting systems in a timely and accurate manner; daily processing of transactions for a portfolio of investment funds and preparation of reconciliations.

The role will also involve the preparation and delivery of daily NAVs; regulatory tasks such as Annex IV filings & UCITS reporting and managing internal and external client relationships in relation to services provided by the Data Management team.

He/she will be expected to liaise with the AVPs or VPs in the project, execution and roll-out for the continued improvement of operational efficiency and control

The role will also include assisting with the daily operations and client delivery and gathering client requirements and reporting to AVPs or VPs for any further considerations.

The ideal candidate will hold a Bachelors degree in Business or Accounting and/or a related field or a professional accounting designation.

He/she will also have a minimum of 2 years' experience in accounting or middle office operations with a fund service provider. Experience in Fund Accounting would also be an asset.

This person must have excellent communication skills coupled with strong problem solving skills and an analytical approach to issue resolution.

An understanding of regulatory reporting such as UCITS and Annex IV is preferred, and experience in using Advent Geneva is preferred.

The successful applicant will have the ability to use initiative and work well under pressure to meet deadlines. Overtime at short notice, including at weekends, may be required.

We offer a supportive environment, structured on a team basis. Benefits include four weeks vacation (pro-rated for part years) and health insurance. Salary will reflect qualifications and experience.

Qualified applicants should write, enclosing their CVs, to Maples Fund Services by e-mail careers.eu@maplesfs.com quoting reference: Dublin – Senior Data Management and Reporting Analyst.

Maples Fund Services is an independent global fund services provider focused on enhancing investment processes and forging lasting relationships with clients. Operating around the world in key jurisdictions, our expert teams and leading technologies provide clients with consistent and rapid responses at any time of the day or night. As a firm recognized internationally by managers and investors for its quality and professionalism, clients can feel confident in the integrity and independence of our policies and procedures, and adaptable solutions that address your ever-changing needs. Maples Fund Services forms part of the MaplesFS Group.