

Senior Data and Reporting Analyst – Middle Office

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

Senior Data and Reporting Analyst - Middle Office

who will join a global team that delivers bespoke operational processes and technology solutions for Middle Office Investment portfolios.

Reporting directly to the Vice President, the successful candidate will be responsible for delivering specific daily, weekly and monthly performance and risk reports to external clients; daily uploading of positions for an online client dashboard and preparation of reconciliations.

He/she will have an active involvement in projects aimed at the continued improvement of operational efficiency for Maples Fund Services.

The role will also involve managing internal and external client relationships in relation to services provided by the Middle Office reporting teams.

Time will be spent liaising with AVPs or VPs in the project, execution and roll-out for the continued improvement of operational efficiency and control; and working with the IT team, to resolve issues and developing bespoke client solutions.

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

A minimum of 1-2 years' experience in accounting, back or middle office operations with a fund service provider will also be required in also to be successful.

The candidate should have a solid understanding of investments, excellent communication skills coupled with strong problem solving skills and an analytical approach to issue resolution.

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 – Data and Reporting Analyst – Middle Office.

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.

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