

Technical Trainer – Fund Administration

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

Technical Trainer – Fund Administration

who will be responsible for the design and delivery of technical training to Fund Services and RTA staff at all levels across the MaplesFS offices. Reporting to the Regional Head of Fund Services and the Director of Learning & Development, the Technical Trainer will provide training on topics such as Fund Administration, Registrar Transfer Agency and Risk Management. He / she will also be involved in ad hoc projects that promote the technical training needs of Fund Services.

The successful candidate will be a graduate with an excellent academic background and ideally have a professional accounting designation. The successful candidate will have at least 3-5 years experience in a similar role gained in an investment funds environment. Key skills required for this role include: a detailed understanding of alternative investment industry, curriculum design, training delivery, (in a classroom and virtual classroom environment) and knowledge of e-learning development and the use of Learning Management Systems (LMS).

Preference will also be given to candidates who have direct experience working with industry leading accounting software systems (including SS&C's Geneva and FIS's Investran). He/she will also be expected to demonstrate strong written and verbal communication skills.

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

Qualified applicants should write, enclosing their CVs, to careers.eu@maplesfs.com quoting reference: Dublin – Technical Trainer – Fund Administration.

Only successful candidates will be contacted.

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](#).

MaplesFS, through its divisions Maples Fiduciary, Maples Fund Services and Maples Private Client Services, is an independent global provider of specialised fiduciary, fund administration, entity formation and management, insurance and trust and private client 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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