

Junior Business Systems Analyst Required

Trinity Fund Administration is a specialised Fund Administration company located in Blackrock. We have an international client base and a growing reputation as a quality and responsive fund administration company. We have gained this reputation through the use of the latest technologies for fast and accurate processing and presentation of large quantities of data.

We have an opening for a Junior Business Systems Analyst to liaise between our Operations and IT departments.

The successful candidate will work with the Senior Business Systems Analyst to assess, research, analyze and document business and systems needs in order to resolve business systems issues and to assist in identifying and recommending business solutions that meet internal and external client needs. The successful candidate will also have the skills to work within the development team when necessary to create and maintain high speed data driven applications for in-house use and a content rich interactive web presence for our global client base.

This position is for an immediate start on a short term contract with the possibility of a permanent position. Exposure to the funds industry would be of considerable benefit for this role.

The beginning salary offered is negotiable and commensurate with experience but will be between mid-€20k's and early €30k's p.a.

Our office is located in Blackrock, Dublin a short walk from Blackrock DART station.

KNOWLEDGE/EXPERIENCE

Business Analysis & Consulting

- Assesses, researches, analyses and documents internal and external client needs in accordance with Project Life Cycle and CMM deliverables utilizing reporting tools, requirements. Identifies, tracks and resolves business systems issues.
- Assists Senior Business Systems Analyst in recommending business solutions that satisfy client needs, continually exploring and assessing options for value-add for clients.
- Assists in determining best mix of solutions to meet business requirements and project objectives.
- Ensures adequate end user documentation and training.
- Contributes to successful project completion within budget and on time by helping to identify risks and developing/recommending mitigation strategies.

Planning & Testing

- Assists in the development of detailed plans and accurate estimates for completion of Requirements and Acceptance phases of projects.
- Assists in developing test plans and executes testing, including leading the systems and acceptance testing by facilitating participation of appropriate non-IT staff in project completion.

Relationships & Communication

- Effectively communicates and builds rapport with team members, stakeholders and business partners using a variety of techniques and collaboration from initiation to close.
- Assists in the preparation and delivery of presentations to business partners and senior management, selecting the appropriate approach based on the audience.
- Resolves conflicts/issues of medium complexity and escalates others as appropriate

Skills Required

The successful candidate will have a good mix of the following skillsets

Behavioural Competencies

- Achievement Motivation
- Breakthrough Thinking
- Business Acumen
- Teamwork & Cooperation
- Analytical Thinking

Education/Experience

- Communication Skills
- Facilitation Skills
- Presentation Skills
- Risk Assessment & Quantification methodologies
- Conflicts and issues resolution and escalation

Business Knowledge

- Knowledge of Financial Services Industry
- Experience within an Administration Services Sector
- Business line(s)' business applications/ processes.
- Factors affecting business

Systems Knowledge

- Relevant technologies (VB.NET, AJAX, HTML5, CSS5)
- IT Standards, Methodologies, CMM & audit requirements
- End user reporting tools (e.g. Crystal Reports)

It would also be useful to have experience with some or all of the following:

SQL Server Reporting Services
XML
Project Life Cycle
I.T Documentation Standards
SharePoint

Excellent English to be able to communicate well with our users to understand their problems and requirements is also a must.

Candidates should apply in writing, with salary expectations to: (email : trinity@trinityfundadmin.ie)