

JOB TITLE: INVESTMENT OPERATIONS ANALYST

The Role

The Investment Operations Analyst will play a key role in the: a) review and analysis of data integrity issues and in formulating solutions to mitigate them; b) review and analysis of inefficient work flow processes as well as developing operational mechanisms to make processes more efficient and streamlined. The role is a highly visible one, requiring frequent interface with, and support of, various constituencies within a large asset management firm such as Corporate Actions, Fixed Income, Equities, Performance, Reconciliations, and Trade Support.

Location: New York, Dublin (Ireland), or Houston

Responsibilities

- Review & analyze a high volume of Xref tables (used in an industry-leading portfolio management sw application) with data integrity issues that have unfavorably impacted key downstream systems
- Document purpose & background of Xref tables
- Determine changes or updates required to ensure cleaner data and to reduce the high number of breaks presently encountered
- Implement changes required, working closely with Client and the impacted teams
- Recommend appropriate programs, processes, and approaches to maintain these tables as necessary, on an on-going basis, so as to ensure data integrity
- Analyze inefficient work flow processes, and develop operational mechanisms to make processes more efficient and streamlined so as to reach a STP end state
- Analyze missing data & inaccurate data, and provide solutions to mitigate the data gaps
- Interface with various constituencies within a large asset management firm, such as Corporate Actions, Fixed Income, Equities, Performance, Reconciliations, and Trade Support teams.

Qualifications and Experience

- At least 5+ years professional experience in operations analysis at a buy-side investment management firm
- Wide product experience spanning fixed income, equities, alternatives, derivatives, real estate, etc.
- Experience with an industry-leading sw application such as PFS PAM or Eagle PACE or similar portfolio management solution is ideal
- Experience supporting teams such as Corporate Actions, Fixed Income, Equities, Performance, Reconciliations, and Trade Support teams
- Strong analytic and problem solving skills



- Tenacity to resolve complex issues which will require extensive knowledge of the financial markets
- Compelling problem-solving and client-facing consultative track record at asset management firms, with a team-oriented approach
- Flexibility and composure in dealing with challenging and demanding client-facing as well as internal situations with the ability to negotiate viable compromises
- Consistent track record of achieving results in a team environment, with ability to deal with fluid and ambiguous situations and shifting priorities
- Client engagement experience, particularly in under-the-gun and highly time-sensitive settings
- Working knowledge of reconciliation systems (or other comprehensive data quality validation applications) is ideal
- Experience with data providers such as Bloomberg, Thomson Reuters, Markit, IDC, SIX, etc. is highly preferred
- Excellent written and verbal communication skills
- A self-starter, able to cope with undertaking various roles as required
- Strong organizational and multi-tasking skills
- Strong PC skills including Excel, Word, Access and PowerPoint
- A minimum of a Bachelor Degree in Finance/Business or in related discipline.

About IKINDI

IKINDI Inc. is a leader in business process and data integration solutions within the asset management Middle Office space. IKINDI serves Institutional and Retail Investment Management firms, Retirement Plan providers and Banks to streamline their day-to-day business flows as they undergo complex or difficult operational change whether driven by acquisitions, outsourcing decisions, regulatory change or industry challenges.

IKINDI's tailored solutions automate daily workflows and empower firms with rich functionalities that enhance data quality and produce a seamless business process. Solutions are rapidly implemented at low cost and are designed to easily adapt to support the business as it continues to change and grow. As part of our broad solution set, IKINDI offers professional SME Middle Office services, customized software development, and web-enabled subscription services using our cloud based middleware solution – Knowledge Tier™.

To apply, please send your resume and cover letter to hr@ikindi.com.