

Trading Processing Administrator

A Trade Processing Administration position has become available within the Operations Department. The position will initially be on a 6 month contract basis with the possibility of a permanent position upon the completion of this contract. This will be dependent on a number of factors including the candidates own performance during the contract period.

The responsibilities will include but not limited to:

- Daily trade reconciliation between the Broker and Investment Manager.
- Cash and position reconciliation
- Daily processing of trades for a wide range of instruments into the trade portfolio system.
- Daily update and maintenance of pricing and exchange rate files in the trade portfolio system.
- Sourcing of security information from Bloomberg and from other data providers to allow various forms of data analytics.
- Identifying and assisting in new IT and software solutions in particular automated connectivity with various brokers.
- Investigating Corporate Actions.
- Portfolio pricing on a daily/weekly/monthly basis for a range of instruments for valuation purposes.

Ideally the candidate will have between 1 and 2 years relevant experience in a similar role.

- Strong analytical and problem-solving skills.
- Knowledge of Bloomberg an advantage.
- Knowledge of Advent Systems an advantage.
- Knowledge of a wide range of financial instruments an advantage.

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