

Details of the role	
<b>Department</b>	<b>Equity Operations</b>
Job title	Equity Operations Specialist
Temporary/Permanent	Permanent
Reporting to	Trade Support Manager
Breakdown of the work involved	
Day to day duties	<p>The successful candidate will provide a range of operational, administrative and clerical services to the Investment Banking Department.</p> <p>The role requires;</p> <ul style="list-style-type: none"> <li>▪ Ensuring that trade details are captured and processed correctly according to agreed procedures for both Equity and Fixed Income type products.</li> <li>▪ Client contracts be processed within the allocation and confirmation sub-system.</li> <li>▪ Give-up contracts must be communicated to prime brokers, and broker trades (including remote broker DMA/Algo Internal &amp; External trades) tracked to ensure optimum settlement.</li> <li>▪ The successful candidate will also be required to organise and operate the stock borrowing positions of the firm.</li> <li>▪ Detailed knowledge of Trading System's for day to day activities and issue fixing, Transaction reconciliation, ad hoc reporting, and query resolution will also be required.</li> <li>▪ Staying up to date with market/regulatory changes effecting our business and liaising with Internal teams on implementation</li> <li>▪ Dealing with external vendors on the services they supply into the Investment Banking Business.</li> </ul>
Experience required	
Experience required	<ul style="list-style-type: none"> <li>▪ The ideal candidate should possess a financial industry background and be familiar with institutional client workflow and proprietary trading.</li> <li>▪ Experience of a Trading System application is a distinct advantage.</li> <li>▪ Experience of the Pershing Nexus back office system (both Model A and Model B) is also a distinct advantage.</li> <li>▪ Experience of standard MS-Office tools (especially Excel) is a pre-requisite.</li> </ul>
Qualifications required	
Specific industry qualifications	<ul style="list-style-type: none"> <li>▪ Industry qualifications, whilst not essential, are an advantage.</li> </ul>
Third level	<ul style="list-style-type: none"> <li>▪ Third level education is not essential but may prove useful when selecting the successful candidate.</li> </ul>

Person specification	
Characteristics of the type of person this role may suit	<ul style="list-style-type: none"> <li>▪ This role requires the candidate to be capable of working with a high degree of accuracy and efficiency with excellent attention to detail and organisation.</li> <li>▪ Excellent time management with the ability to work to tight deadlines and handle multiple demands.</li> <li>▪ Excellent communication and interpersonal skills with a confident and professional demeanour.</li> <li>▪ A highly motivated and assertive self-starter with an eagerness to learn and the capacity to work as part of a small team.</li> <li>▪ Excellent problem solving &amp; decision making skills.</li> </ul>
Timelines	
How to apply	<p>Please send your Cover Letter, CV and PR to <a href="mailto:careers@goodbody.ie">careers@goodbody.ie</a>.</p> <p>Closing date for all applications is Friday, 23rd July 2021</p>

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