

Job description form

Details of the role	
Department	Business Support Unit
Job title	Graduate
Employment Type	Temporary (10 week placement)
Breakdown of the work involved	
Day to day duties	<ul style="list-style-type: none"> Acting as a first point of contact for all business queries. This will include fielding and responding to standard day to day business queries. Perform data analysis and reporting to assist in the development of business, financial and regulatory reports as well as general data analysis to support change and Management reporting. Provide support for change initiatives including acting as an interface between business units, technology teams and support teams creating deliverables including Process Maps, Business Requirements, Functional Requirements and User Acceptance Tests. Support the day to day management and communication with Goodbody's key outsourced providers.
Adhoc duties	<ul style="list-style-type: none"> Provide support to Project Managers and Business Analysts as required.
Experience required	
Specific systems knowledge	<ul style="list-style-type: none"> Good foundation in Financial Services. Experience of using SQL and the full MS Office suite would be advantageous. Excellent attention to detail and a willingness to engage at a detailed level. Good communication skills (both verbal & written) with ability to build effective relationships with business and technical teams. Ability to work as part of a team. Detail-oriented, analytical, and accurate.
Qualifications required	
Third level	<ul style="list-style-type: none"> Third level degree (2.1 or higher).

Person specification	
Characteristics of the type of person this role may suit	<ul style="list-style-type: none"> • Very high levels of accuracy and attention to detail are mandatory. A commitment to high standards in the administration and operational tasks is essential. • A drive to deliver results and respond resourcefully to opportunities and challenges through dedication dependability and the taking of prompt action. • A strong technical knowledge and understanding of IT platforms as they relate to the Financial Services Industry. Demonstrate proven interest in technology and the potential benefits to achievement of business goals. • A high level of analytical ability with an innovative approach to problem solving and a creative mind-set towards the use of technology. • Ability to identify and analyse issues/problems, develop solutions and use judgment to make sound and dependable decisions. • Ability to prioritise and plan to efficiently achieve goals and to be dependable in consistently delivering reliable results. • A commitment to the applicant's own self-development. • Strong oral and written communication skills, with the ability to make a positive impact and to influence others to deliver service to the business. • A proactive approach to problem solving is required. Showing the initiative to personally research and discover solutions to issues is encouraged.
Additional Information	
Additional Information	Applications are invited from Final Year Students or Graduates.
Reference	Please reference in the subject bar of your email Business Support Graduate Opportunities
How to Apply	
<p>Please submit your CV and Cover Letter referencing the role which you are applying for in the subject bar of the email to: Careers@goodbody.ie</p> <p>Please reference if you are eligible to work in Ireland in your application.</p>	
Timeframes	
Closing Date	12noon Monday, December 31 st 2018
Proposed interview dates	January 2019
Proposed Start Date	June 2019

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