Job description form

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| Details of the role | |
| Department | Goodbody Risk |
| Job title | Office Administration Manager |
| Temporary/Permanent | Permanent |
| Reporting to | Chief Risk Officer |
| Accountabilities | |
| Day to day duties | Reporting to the Chief Risk Officer, the Office Manager will be responsible for the organisation of all administrative activities to allow for the smooth operation of the Goodbody Risk department.  This role will suit a self-starter who enjoys working both autonomously and within a wider team. The multi-faceted nature of the role requires an assertive professional who has strong interpersonal skills, excellent administrative skills, is adept at prioritising and re-prioritising work and is solutions oriented.  The successful candidate should also be able to highlight potential for efficiency/improvements within their role.  Responsibilities will include:   * Production and oversight of all risk management reports. This includes market risk, credit risk, operational risk and regulatory risk. * Maintaining risk limit parameters and associated system updates. * Issue escalation with senior staff and management and record retention for any changes to or breaches of the firm's risk management policies. * Management of the creation and distribution of reports and presentation packs for the Goodbody Risk Committee (a Committee of the Board). * Recording and production of minutes for the Risk Committee, New Products Committee and the Client Asset Counterparty Approval Group. * Liaising with key third-parties (including Fidessa, Bloomberg, Pershing, Caceis, Northern Trust, KB Associates). * Working closely with the Head of Risk Management to maintain the Service Catalogue and Risk Framework documentation. * Oversight of emerging risks through monitoring of key industry and regulatory publications (CBI, FCA etc). * Management and oversight of the firm’s annual risk monitoring schedule, including coordination of all key stakeholders. * Coordination and organisation in support of the various funds businesses across the firm (Goodbody Asset Management, Wealth Management and Goodbody Fund Management Limited). * Coordination of department meetings including agenda setting and documenting of ensuing actions and decisions. * Management of the Goodbody Risk mailbox, issue escalation and coordination of the department's response. * Risk communications management. * Facilities management. * Coordination of HR interactions. |
| Experience required | |
| Specific systems knowledge | * An aptitude for preparing high quality reports to internal/external sources. * Advanced Microsoft Office skills with a focus on Excel * Some familiarity with industry systems (e.g. Bloomberg, Factset) would be an advantage |
| Experience required (years) | * Financial Services experience would be an advantage. |
| Qualifications required | |
| Third level | * A relevant third Level qualification would be an advantage |
| Person specification | |
| Characteristics of the type of person this role may suit | The ideal candidate should possess the following attributes:   * Excellent administrative skills. * Strong interpersonal skills - someone who is both obliging and assertive. * An ability to make a positive impact and to influence others to deliver service to the business. * Excellent communication skills with a strong positive attitude. * Strong organisational skills. A very high level of accuracy and attention to detail is mandatory. * A commitment to high standards in administration and execution of tasks is essential * A self-starter who can prioritise, multitask and work on own initiative. * An ability to operate calmly under pressure. * Flexible, positive attitude / approach to work. * Excellent time management with the ability to work to tight deadlines and handle multiple demands. * Ability to liaise effectively with internal / external parties. * A drive to deliver results and respond resourcefully to opportunities and challenges through dedication, dependability and the taking of prompt action. |
| Timelines | |
| Closing date for all applications: |  |

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