

Index Operations Analyst

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Company: IBPM

Location: Ireland

Category: computer-and-mathematical

Index Operations Analyst

76385BR

Job Description

Role Title: Index Operations Analyst **Role Designation:** Senior Process Executive **Reporting**

Manager: Team Lead **Job Level:** 2A **Location:** Dublin **About Infosys BPM Ltd:** Infosys BPM, the business process management subsidiary of Infosys, provides end-to-end transformative services for its clients across the globe. The company's integrated IT and BPM solutions approach enables it to unlock business value across industries and service lines, and address business challenges for its clients. Utilizing innovative business excellence frameworks, ongoing productivity improvements, process reengineering, automation, and cutting-edge technology platforms, Infosys BPM enables its clients to achieve their cost reduction objectives, improve process efficiencies, enhance effectiveness, and deliver superior customer experience. We have 35 delivery centers in 14 countries spread across 6 continents, with 42,000+ employees from over 80+ nationalities. **Role Context:** Index

Operations Analyst is responsible for maintaining indices and all manual rebalancing tasks. They collaborate closely with clients and work in posting implications of corporate actions on indices and maintain the integrity of indices within the capabilities of client systems. They are expected to innovate in all rebalances and data quality in order to both service clients' needs and to minimize the risks in the maintenance and support of our index products **Key**

Responsibilities & Deliverables:

Collaborate with clients maintain the integrity of indices within the capabilities of our

systems

Ensure the accurate application of index rules, quality control, data remediation

Perform periodic manual index rebalance evaluations, including analysis of membership inclusions and omissions

Proactive communication on decisions and queries

Manage and de-risking manual re-balances through proper documentation

Essential Criteria:

A bachelor's degree, preferably with a concentration in Finance

1+ years of financial market research experience is essential to have success in this role

Excellent written communication and presentation skill

An understanding of advanced concepts, practices and procedures of finance/accounting

Good Proficiency in MS Excel is required (VBA and Macros experience is an advantage)

Desirable Criteria:

Strong organization skills and capable of handling multiple projects

Demonstrable research and analytical skills

Strong organization skills and capable of handling multiple projects

An ability to meet deadlines, logically tackle problems and set priorities

30 Role Designation Key Indicators: Customer Orientation:

Service orientation

Responsiveness

Analytical Ability:

Problem Solving

High Impact Communication: Senior Process Executive **Learning & Innovation:**

Openness to new ideas

Learning Orientation

Benefits

performance related bonus

Tax Saver Scheme – which allows for employees to purchase travel tickets/ bike tax free

Health Insurance - 10% off a health insurance plan with Irish Life.

Sick Pay – Entitled to 6 days of sick leave per year after probation period is passed.

2 days study leave

This role profile is a guide to the work you will initially be required to undertake commensurate with job level and experience. It may be changed from time to time to incorporate changing circumstances. It does not form part of your contract of employment.

Country

Ireland

Interest Group

IBPM

Company

IBPM Ireland

Role Designation

232ASRPREX Senior Process Executive

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