

Senior Process Executive

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Company: BPM

Location: Ireland

Category: other-general

Senior Process Executive

88033BR

Job Description

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

Manager: Team Lead **Job Level:** 2A **Location:** Dublin

About Us

Infosys is a global leader in next-generation digital services and consulting. We enable clients in more than 50 countries to navigate their digital transformation. With over four decades of experience in managing the systems and workings of global enterprises, we expertly steer our clients through their digital journey. We do it by enabling the enterprise with an AI-powered core that helps prioritize the execution of change. We also empower the business with agile digital at scale to deliver unprecedented levels of performance and customer delight. Our always-on learning agenda drives their continuous improvement through building and transferring digital skills, expertise, and ideas from our innovation ecosystem.

1 Index Operations Analyst
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

900Index Operations Analyst **Role Designation****Customer Orientation:**

Service orientation

Responsiveness

Analytical Ability:

Problem Solving

High Impact Communication:

Clarity in communication, grammar & sentence constructions

Fluent in English

Learning & Innovation:

Openness to new ideas

Learning Orientation

Benefits Senior Process Executive

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.

EOE/Minority/Female/Veteran/Disabled/Sexual Orientation/Gender Identity/National Origin

Country

Ireland

Interest Group

BPM

Company

IBPM Ireland

Role Designation

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