INTERNATIONAL FINANCIAL DATA SERVICES (IFDS)

International Financial Data Services (IFDS) is a joint venture between Boston-based State Street Corporation, a world leader in financial services providing investment servicing, investment management, trading services and investment research, and DST Systems, Inc., a Kansas City-based leading provider of shareholder accounting services and proprietary systems. International Financial Data Services (IFDS) is a global market leader committed to providing high quality systems and services to our clients. The IFDS family is made up of more than 5,500 world-class employees, located in our offices in Canada, Ireland, Luxembourg, Thailand and the United Kingdom.

Registration Associate servicing our Client - JP Morgan Asset Management Europe

YOUR ROLE

A Registration Associate performs account set up and static data maintenance on the register of shareholders in line with Luxembourg regulatory requirements and service agreement deliverables for the JP Morgan Asset Management Europe book of business.

A Registration Associate ensures that new account openings adhere to client KYC and AML policies. They are responsible for the monitoring of PEP and Sanctions Screenings.

They will escalate any risk associated issues to internal Compliance and Risk Departments as well as the client.

A Registration Associate will report any suspicious behaviour impacting the register in line with internal rules, policies and procedures. They will also review work practices, monitor service levels and work with their line management to implement change where necessary to improve the quality within the department and ensure necessary controls are in place.

The Registration Associate will manage and resolve any queries received from external and internal parties. They will be the focal point for the day-to-day register updates, maintenance and queries. In addition, they may assist in fund conversions and help assess the impact of new fund set ups on the register.

The role requires daily liaison with various operational units within the company as well as with our business Partners, sister companies and regular contacts with JP Morgan Asset Management Europe and auditors.

CORE PLATFORMS USED

AWD - All queries received in the Registration Team are monitored via the AWD (Automated Workflow Distributor) application. It tracks, controls and manages work through the appropriate processing steps based in the defined workflow. AWD is designed to reduce the physical handling of paper, to distribute the work to trained personnel and to track these pieces of work.

iFAST is used as our primary record-keeping system. The Shareholders Register & Unit holdings System, all shareholders, Broker, Fund, Fee & Dividend information is stored on this system.

Victor Buck - Media Dispatch Vendor Victor Buck will distribute the contract notes/statements and fax and email reports will be generated and sent to the Victor Buck inbox.
PROFILE

- Successfully attended final second-level education (BAC+2 minimum) or equivalent professional qualification.
- University degree in accounting, banking, finance or business administration will be considered as a plus.
- Fluent in English with strong language skills a clear preference
- Additional languages (e.g. German, French, Luxembourgish, Italian and/or Spanish) are assets.
- Advanced computing skills (MS Office: Excel, Word, PowerPoint, Access and Outlook...)
- Strong client focus
- Strong communication skills - adapting style to audience and including senior levels both internally and externally.

CORE COMPETENCIES

- Excellent administrative, organisational and business support skills, with the ability to multi-task and to work calmly under pressure.
- Demonstrate logical, analytical, critical and process thinking to identify, analyse and evaluate complex problems / issues.
- Maintains open communication channels with Pegasus, peers and the Management.
- Initiate problem recovery, takes concrete steps to prevent and to reduce error reoccurrences in the future.
- Strongly adhere to existing procedures and controls in place and pro-actively react when foreseeing issues.
- Be prepared to achieve and strive to exceed minimum standards in line with KPIs, SLAs & Key Result Areas, both in terms of quality, productivity and accuracy of information given to the customer.
- Good knowledge of the company and interdependencies between Registration and other business functions.
- Function at all times as a team player to build a positive atmosphere of co-operation within the department and where all team members are engaged.
- Self-motivated and organized.
- Excellent attention to detail.