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# Example of Analyst, Transfer Agency Job Description

Our innovative and growing company is looking for an analyst, transfer agency. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, transfer agency

* Provide accurate BA estimates to PMO/PM where requested
* Act as Subject matter expert in systems and processes
* Flexibility to assist in other BA work streams within a large project
* Conducts detailed business analysis involving complex requirements and processes and presents results to the Client and to vendors
* Responsible for providing and documenting solutions to optimize operating models, deliver application software development, process changes, regulatory changes
* BA experience and ideally TA operations
* Experience of transfer agency systems is preferred
* Broad and in-depth understanding of the Financial Services industry
* Experience of writing business specifications essential
* Good analytical and consultative interviewing skills and / or knowledge of recognised tools and techniques for eliciting business requirements

## Qualifications for analyst, transfer agency

* Bachelor's Degree Accounting & Finance or professional accounting qualification ACCA, CIMA etc
* Very strong operational experience in the financial services industry working directly on transfer agency services
* Demonstrates an in-depth knowledge of the securities market and the associated market infrastructure
* Demonstrates a thorough understanding of the funds industry and in particular TA product
* Demonstrates a solid grasp of the technology and systems supporting the product with direct knowledge of core transfer agency platforms
* Personal qualities of stability, maturity and leadership