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# Example of Processing Senior Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of processing senior analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for processing senior analyst

* He/She must create a balanced work load within the team structure as a whole, anticipate and plan ahead to adhere to deadlines, ensure cross training to provide cover within the team
* The Investor Services department is responsible for the accurate processing and maintenance of shareholder registers and documentation for the funds we administer
* Senior Analysts are responsible for ensuring that prospective investors meet eligibility, compliance and anti-money laundering guidelines during the processing of investor-related transactions, which includes subscriptions, redemptions, the generation and distribution of confirmations and statements, transfers, re-registrations and distributions
* Responsible for reconciling trade information received with the clients expected transactions and monies received from investors
* Senior Analysts are also a resource for Client and Investor inquiries regarding their transactions and documentation outside of the trade processing cycle
* Analyzes workflow and assignments in the department to discover methods of adjustment to maximize quality and efficiency of investigations and issues, research and request-handling
* Works with staff regularly to evaluate handling of issues, research and request-handling
* Meets regularly with Manager to discuss status of group, adjustments to strategy, review performance, personnel and plans
* Communicates verbally and in writing with customers, branches, department personnel and other financial institutions to respond to inquiries, investigate problems, Develops relationships with other business units and counterparts at other financial institutions
* Assists Manager with the supervisory responsibilities of employees in the department, which may include scheduling, performance management, training and development

## Qualifications for processing senior analyst

* ICE US Applications
* ICE EUROPE Applications
* You have knowledge of software development process and good programming skills in particular Python and Java combined with knowledge of analytical libraries
* Familiarity with Cloud Computing, Storage and backup technologies (HP, NetApp, Commvault, TSM)
* SAP experienced preferably certified
* Delivery focused with doer/hands-on attitude