

Job Title: Operations Administrator

Department: Operations

Location: Dublin, Ireland

Reporting to: Operations Stock Team Leader

Employment Type: Full-Time, Permanent

Role Overview

The role is accountable for the operational processing and control of settlements, fund-related activity, and client transactions, supporting end-to-end transaction lifecycles within a regulated financial services environment.

This role requires a flexible and versatile operations professional who can operate across multiple processes, support business continuity through cross-training, and respond effectively to changing volumes and priorities.

The successful candidate will demonstrate strong operational expertise, a client-centric mindset, and the ability to leverage technology, automation, and AI-enabled tools to enhance efficiency, reduce risk, and improve data quality in a regulated financial services environment.

Key Objectives

- Ensure timely, accurate settlement of equity, fixed income, and related asset class transactions
 - Support client transaction lifecycles and fund operations activities, ensuring transparency, accuracy, and strong controls
 - Proactively manage exceptions, breaks, and settlement risks in collaboration with internal and external stakeholders
 - Contribute to operational excellence through continuous improvement, automation, and AI-supported workflows
 - Maintain high service standards aligned to client expectations, regulatory requirements, and internal policies
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Key Responsibilities

Trade Settlement & Transaction Management

- Process and settle equity, bond, and other market trades in line with market deadlines and internal procedures
- Perform daily input, validation, monitoring, and control of executed trades across multiple systems

- Ensure all transactions are captured accurately and in line with Transaction Reporting and regulatory requirements
- Investigate and resolve settlement failures, mismatches, and exceptions, performing root cause analysis where required

Client Transactions & Fund Operations Support

- Support the end-to-end processing of client transactions, including subscriptions, redemptions, and related fund activity where applicable
- Liaise with Front Office, Fund Accounting, Custodians, Brokers, and Transfer Agents to resolve trade, settlement, or fund-related issues
- Maintain strict service levels and responsiveness for client-driven activity
- Provide operational support for fund lifecycle events such as corporate actions, income events, and reconciliations

Controls, Risk & Regulatory Support

- Ensure adherence to internal policies, operational controls, and escalation frameworks
- Support audit, compliance, and regulatory reviews through accurate record-keeping and timely responses
- Escalate unresolved issues or material risks in a timely and proportionate manner

Reporting, Data & AI Enablement

- Produce daily, weekly, and monthly operational, client, and fund-related reporting
- Use data analytics, automation tools, and AI-assisted solutions to improve exception management, reconciliations, and reporting accuracy
- Participate in initiatives focused on straight-through processing (STP), data quality improvement, and operational resilience

Continuous Improvement & Team Contribution

- Identify opportunities for process efficiencies, automation, and quality enhancements
 - Assist in the development and maintenance of procedures and best-practice documentation
 - Support departmental training, onboarding, and knowledge sharing initiatives
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Key Requirements

Essential

- Minimum 5 years' experience in settlements, middle office, or operational roles within financial services
- Strong understanding of trade lifecycles, operational controls, and post-trade processing
- Excellent attention to detail with strong numerical and analytical capability
- Proven ability to prioritise deadlines and manage high-volume workflows
- Strong investigative and problem-solving skills with a proactive mindset
- Team player with strong interpersonal and communication skills
- Proficient in Microsoft Office, particularly Excel (reconciliations, analysis, reporting)
- Self-starter, results-driven, and committed to delivering high-quality outcomes

Desirable

- Experience supporting fund operations or collective investment structures
- Understanding of equities, fixed income, and derivatives products
- Exposure to automation, AI tools, or data-driven operational improvements
- Regulatory or audit experience within a controlled financial services environment
- Third-level qualification in Business, Finance, Economics, or a related discipline

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