

Subject: Mid-Office Associate position

As we continue through a period of growth, Concorde Investments Ireland Ltd is searching for an experienced professional who can make an immediate impact on our growing, young-minded, dynamic team. Concorde Investments Ireland Ltd is a Hungarian origin MiFID Investment Firm regulated by the Central Bank of Ireland with an office in based in central Dublin, specializing in MiFID services for moderate high net worth Clients.

We are now recruiting for an energetic and determined Mid-Office Associate with the ability to work on their own initiative. We offer extensive training & learning opportunities and continuous support from your colleagues, but we expect you to get up to speed with company procedures relatively quickly. In this role you will be the first point of contact on several client processes, while managing daily tasks and participating in cross-functional team projects.

In addition to a focus on traditional middle office responsibilities such as liquidity check, trade affirmations; you will take ownership of customized client requests, liaise with senior team members and actively engage in our internal development initiative.

Key Responsibilities:

- General office administration
- Involvement in AML, client on-boarding, KYC
- Preparing daily cash and securities reconciliations and calculations
- Constantly seek mitigating operational risks by improving existing processes
- Effective communication with clients, assisting with all systems and trade related queries
- Work closely with Advisor, various IT Support and Service Provider teams
- Handling large volume of emails and queries from team members and clients alike

Requirements:

- Dublin based presence
- 3rd level qualification in relevant discipline (Accounting, Finance or Business) preferable
- 2+ years of Financial Services experience
- Fluent verbal and written English and Hungarian are essential
- Strong Microsoft Office familiarity and a desire to improve technical skills is required
- Experience in enhanced Middle Office services such as Settlements and Affirmations is desired
- Have a strong understanding of the Listed Product, Strong product knowledge is an advantage, ideally experience with Equity, Mutual funds, ETFs and Bond trading
- Influential team player who has the ability to make decisions that will benefit the company's growth
- Motivated high performer with the ability to prioritize while maintaining excellent attention to detail
- Clear and persuasive communicator, who can articulate their actions, identify root causes, and suggest improvements

Please send your CV to k.kapos@ciireland.com