



## POSITION DESCRIPTION

<b>Role:</b>	<b>Data Analyst</b>
<b>Department:</b>	<b>Data Bank</b>
<b>Reports To:</b>	<b>Data Bank Manager</b>
<b>Location:</b>	<b>Brisbane</b>

### Summary

IRESS Market Technology are leaders in the development and support of financial systems. Our premier range of share market, wealth management and client data management systems is used by a broad range of professionals across Australia, New Zealand, Canada, and South Africa.

IRESS Market Technology has a strong client service ethos and prides itself on being a client driven, responsive company, able to actively assist their clients by providing financial service solutions.

A Data Analyst is responsible for the sourcing/collection and input of managed fund data into the IRESS systems. The IRESS product suite is largely reliant on accurate factual data and this role's primary purpose is to ensure the highest possible standards for data integrity particularly relating to managed funds.

### Key Responsibilities

- Collection and input of managed fund data into IRESS systems.
- Liaise with fund managers to gather data and query data anomalies.
- Meet daily production deadlines.

### Key Competencies

- Meticulous attention to detail in terms of data integrity and accuracy.
- Time Management – to be able to prioritise and ensure that colleagues are kept well informed about unresolved issues.
- Ability to communicate – possess well developed verbal and written communication abilities.
- Assume responsibility – take personal ownership of work and be able to work autonomously.
- Logical and analytical abilities – to be able to identify, break down and determine solutions to problems.
- Adaptable – ability to adjust and work in a fast paced working environment.
- Strong written and verbal communications.
- Ability to work autonomously, yet still form part of a team.

**Note:** This position description is meant to reflect the particular attributes required at a point in time and is not meant to be definitive. The position's duties, responsibilities, competencies and other attributes will evolve or vary depending on the company's needs. In addition to the responsibilities specified here the position holder is to perform any other duties as reasonably requested.