

## Operations Data Analyst - 2-year contract

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We are looking for Operations Data Analyst within the FundTax team in Cluj to assist with processing and reconciling client's data specific to US securities market through our software that provides special tax related reports for US based investment funds. These reports are to be delivered to clients respecting strict deadlines and parameters specified by each client.

### Essential Duties and Responsibilities:

- Process and reconcile client's data specific to US securities market through our software that provides tax related reports for US based investment funds.
- Analyse and interpret the clients' data based on the technical requirements of the system and to adjust it to fit these processing requirements, simultaneously document the changes instrumented in the data.
- The analyst will also be responsible to deliver the tax reports to clients respecting strict deadlines and parameters specified by each client.
- The successful candidate will work as part of a team but with individual responsibilities assigned.
- The operations Analyst will report to the FundTax Operations Team Lead.

### Qualifications and Skill Set:

- Bachelor's degree preferred
- Fluency in English is essential
- Operations/financial services experience is desirable but not essential
- Ability to work on a team and independently
- Keen attention to details
- Analytical thinking
- "Can do" attitude and eager to learn
- Excellent communication (written, oral) and interpersonal skills

To apply for this position, please send your CV to [Krisztinakinga.Kovacs@wolterskluwer.com](mailto:Krisztinakinga.Kovacs@wolterskluwer.com)!