

Job Description

Title: Onboarding Officer

About the Company

TRAction is a leading company in the global regulatory technology (“Regtech”) industry providing regulatory trade and transaction reporting solutions and services to businesses dealing in OTC derivatives and other financial products. We support over 150 clients across the world to meet their regulatory reporting obligations and report over 10 million trades daily to global regulators including ESMA, FCA, ASIC, MAS and Canadian regulators. We are an innovative company with a diverse team of driven professionals steering TRAction’s successful and continued expansion.

Join us to work alongside a highly experienced and vibrant team, access opportunities for career growth and further training, gain experience liaising with global clientele, and develop invaluable skills within both the finance and rapidly expanding Regtech industry.

Responsibilities

The specific tasks of the role are:

- Guide new clients with the onboarding procedures, ensuring smooth transition into our systems
- Recognise clients' expectations and provide solutions to fulfill their business requirements and specifications
- Write clear and well-structured business requirements and documentation
- Gather necessary information based on the relevant regulatory reporting jurisdiction
- Provide business rules and specifications to developers to support the implementation phase
- Liaise with clients and internal stakeholders to ensure timely delivery of onboarding projects
- Demonstrate full ownership of the onboarding process from point of hand-off from Sales to Go-live with clear communication to all key stakeholders throughout
- Manage the project pipeline efficiently by providing relevant status updates to end users and internal stakeholders
- Ensure adequate coverage for testing and provide in-depth analysis of the resulting test data to validate the business requirements
- Review testing requirement for change requests, by assessing the impact, plan and schedule the project

Qualifications and Skills

We are looking for someone to work in a small team, be eager to learn and grow with the company, with the following experience and attributes:

- Appropriate tertiary qualifications or equivalent experience
- Experienced in business analyst role, working in the financial services industry
- Broad knowledge of software development lifecycle
- Demonstrate initiative and problem-solving ability
- Positive professional attitude with the desire to develop new skills
- Be able to work independently
- Excellent business and technical analytical and troubleshooting skills
- Excellent Microsoft Office skills, especially Excel
- Trading knowledge or interest would be an advantage
- Prior knowledge of SQL or basic coding would also be an advantage
- An excellent communicator, who is fluent in English (written/verbal)

What's On Offer

- Full-time role
- Exciting fast-growth company and great working environment
- Opportunity to specialise in a major growth area in the financial markets
- Generous compensation package
- Work From Home

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