

Job Description

Job Title: Share Plan Analyst
Location: West Cork, Ireland
Job Type: Permanent Full-time
Qualification: Third Level Degree (Business Related)
Salary: Negotiable

Company Description

This Company offers independent global employee share plan administration services as well as related administrative consulting services to companies around the globe. The successful candidate will join the team responsible for the processing of operational transactions related to one or more global share plan programs.

Key Responsibilities:

- Managing a portfolio of Companies operating employee share options.
- Interact with customers/clients on operational transactions related to their share plan program including their Human Resources, legal Dept., Tax Advisors, Local Controllers and Share Plan Coordinator, Payroll Contacts and CIO.
- Execute the timely processing of operational transactions, including data management, creating reports, execution of recurring and one-time release/exercise process and maintenance of control logs.
- Determine the type and number of shares to be issued on regular basis, by reviewing defined checklists of share issuances criteria, calculating required number of shares and providing supporting analysis for final sign off.
- Develop custom share plan program reports for internal and external use and holding responsibility for prioritizing their completion based on business needs.
- Address questions and operational issues from clients' employees and senior executives.
- Coordinate and complete audits on operational transactions to mitigate the risks associated with the issuance of shares and collection/processing of funds through the operation of share plan program(s).
- Organize, develop and maintain procedural and process documentation related to their client companies' program(s).
- Coordinate and complete functional testing related to the implementation of new share plan program system tools or enhancements to existing systems.

Education / Skill Requirements:

- Third level degree in Business/Finance or related discipline.
- Stock broking / Fund Management experience / qualifications preferable.
- Modelling, analysis and forecasting skills.
- Ability to prioritise and adhere to tight deadlines.
- Excellent communication skills.
- Proven numeric, financial analysis, documentation and procedural skills required.
- Excellent computer skills including Microsoft word and excel.
- Be enthusiastic and ambitious and have a keen interest in business.
- Occasional travel may be required along with a flexible work schedule.
- Teamwork