

ERROR CORRECTION SPECIALIST

REPORTING RELATION

Manager PAS Operations and Projects

PURPOSE OF JOB

Accurately calculate the cost of errors.

KEY RELATIONS

PAS team

QUALIFICATION AND EXPERIENCE

Relevant cost and management certificate or financial management certificate

EXPERIENCE

Min 3 years experience in investment and planning environment and LISP Experience

COMPUTER COMPETENCY REQUIREMENTS

Microsoft packages

Maxim

COMPETENCIES	KNOWLEDGE	PERSONAL CHARACTERISTICS
<ul style="list-style-type: none"> • Good administration skills • Numeric ability • Time management • Process adherence and co-ordination 	<ul style="list-style-type: none"> • Knowledge of financial services industry and products 	<ul style="list-style-type: none"> • Good people skills • Client serving nature • Emotionally intelligent



KPA/ STRATEGIC BUSINESS DELIVERABLES

Cost calculation

- Accurate calculations of error correction
- Implementation of error correction where required
- Adhoc request for cost calculation
- Feedback and communication on issues and status

Testing

- Participate in testing exercises to ensure that all components function as expected.
- Logging of errors and bugs on TFS.
- Ensuring prompt and accurate feedback on test results against logs on TFS and project meeting
- Ensuring the business needs/objectives are met

Data Integrity

- Investigate and correct integration issues relating to data recons and data reconciliations
- Assist with tax data testing for annual and provisional submissions
- Data integrity testing and fixes (eg -ve balances, unresolved deals)
- Assist with bulk data updates to Maxim.