



## Junior Reporting Manager - Paris

### About us:

AMFINE is a leader in fund and regulatory reporting services in Europe, focusing on the integration and development of its software combined with the provision of high-quality managed services. AMFINE has more than 15 years of experience in the RegTech space and employs 40 experts in both Paris and Luxemburg. We have an international and prestigious client base in the Asset Management and Insurance industry including Amundi, AXA, CNP, Exane, Generali and Groupama. AMFINE has been acquired by CSS (Compliance Solutions Strategies) in mid-2020 which will reinforce CSS's position as a leading RegTech solutions provider.

### About the role:

The ideal candidate has been working in the Asset Management/Assurance industry or in the RegTech / FinTech space for around 2/3 years as a first working experience.; currently working in client support teams or middle office teams with a strong emphasis on customer satisfaction, and, can be completing Master's Degree and have a high interest and motivation for the Asset Management/Insurance industry.

The role's main objective would be:

- (i) Delivering day-to-day support to clients on our software solution for their report and document production
- (ii) Being responsible for timing and quality of production output
- (iii) Solve issues as they arise
- (iv) Participate to onboarding of new clients

This position can be a real career accelerator and can lead to great opportunities in various teams: customer success, project & onboarding, customer care, risk analysis or product

### Responsibilities:

As a member of the client delivery team he/she will have the below responsibilities:

- Assist the client in its utilization of the AMFINE software and in its report and document production cycles
- Deliver day-to-day support to clients and solve issues as they arise

- Be responsible for the quality and timing of document production for clients in his/her scope
- Ensure that the configuration of the AMFINE software is as expected and improve it whenever required. Be able to liaise with other departments such as R&D, Product, IT if needed
- Gather the users' needs and formalize them into a meaningful document for the Product team
  - Test and validate configuration and developments made to the software. Test user interface and data migration
  - Compile a list of tests performed before product delivery
  - Participate in user meetings and project review with clients
  - Identify new features to make our product evolve according to usage and needs

### **Qualifications (the ideal candidate will have)**

- Masters' Degree in Finance or Engineering with maximum 3 years' experience or fresh out of university with a high interest/motivation in the Asset Management/Insurance industry
- You want to learn from others and humbly share knowledge with them
- Hardworking and have a hands-on mindset
- Well-organized & efficient
- Detail-oriented and have problem-solving skills
- Good data analytical skills and good summarizing skills
- Agile and able to adapt in a fast-paced environment
- Familiar with digital tools and have an appetite for tech and software topics
- Excellent written and verbal communication skills are needed in both French and English
- Knowledge of the financial sector and financial regulation could be a great plus

### **Benefits**

- International working environment
- A welcoming and caring culture
- You will integrate a team of account manager, reporting manager, software developers, designers, sales' people and risk and regulatory experts
- Office in the center of Paris, Lunch card, strong health mutual
- Home office possible

For immediate consideration, send your CV/Resume to: [careers@cssregtech.com](mailto:careers@cssregtech.com)  
Please include the job title in the subject line of your e-mail.