



Meradia Group, Inc. is a premier provider of advisory and implementation services to the mid- and large-market of the investment services industry. Meradia Group seeks to attract and retain a team of ambitious, competitive and talented consultants committed to providing a differentiating level of service to Meradia and our clients. For more information about Meradia Group please visit www.meradia.com.

Meradia Group presently seeks to add a **Business Analyst** to service both existing and new client relationships.

Requirements

- Provide Meradia's clients with business research and documentation relating to software applications and technology, operations processing, reporting and performance measurement.
- Analyze and document existing environments, work flows, systems or software applications and make recommendations necessary to gain operational efficiencies, improve workflows, systems or support critical business decisions.
- Communicate detailed documentation, analysis and proposed solutions to all levels of management through a combination of oral or written presentations in a clear, concise manner.
- Ability to process and analyze data to highlight trends or identify and resolve issues.
- Provide functional support and required subject matter knowledge to the proper departments.
- Assist with report design, functional analysis, and development support.

Skills and Abilities

- Experience evaluating and interpreting requirements for systems implementation and development projects that impact multiple departments or business units within an organization.
- Ability to clearly document business processes including data, functionality and systems workflows.
- Ability to develop and prepare project deliverables such as systems documentation, functional requirements, technical specifications, business analyses and strategic plans.
- Excellent interpersonal, verbal and written communication skills.
- Strong analytical and business skills required to solve complex business problems.
- Work well within a Project Team environment, with limited day-to-day supervision.
- Experience with Advent Geneva, Eagle Pace and DSTi Hi-Net software preferred.
- Proficiency with the Microsoft Word, Excel Access and Visio software.
- Client focused and highly motivated.

Knowledge and Experience

Since this position requires that the candidate have strong functional business and industry knowledge, the following skills are important. Technical and computer skills are less important.

- Knowledge of front, middle and back office operations in investment advisory organization.
- Knowledge of multi-currency portfolio accounting.
- Fundamental knowledge of a broad range of financial instruments, investment securities and the capital markets.
- The combination of strong functional, technical, and operational knowledge of the investment services industry.

- Two or more years of business analysis experience, preferably in Consulting or the investment services industry.
- CFA, Series 7 license or advanced education preferred, but not required.