



FUSE Research - Board Services Analyst

FUSE Research Overview

With decades of experience helping asset managers make better, more informed decisions, the FUSE Research team recognizes the role and importance of various types of research and an outside perspective. Unlike traditional research vendors, our client service and support model anticipates ongoing involvement with our clients in tactical execution so as to ensure that our services have a tangible impact on their business.

Objectives & Responsibilities

This analyst role will be responsible for FUSE Research's production of client reporting focused on our Board Services practice that includes 15(c) reporting, our Business Intelligence for Fund Boards subscription service and customized consulting for fund boards. The job entails maintaining multiple data sources, supporting operational processes, and some writing/curating of content aimed at the senior-level executives who serve on mutual funds' boards. The analyst will be a critical contributor to FUSE's board services research agenda and the support provided to clients by FUSE. Successful candidates will have an interest in financial reporting, business operations, and client service with a desire to learn more about fund governance and the asset management industry in general.

Some of the key areas that the analyst will be responsible for include:

- Provide operational support for clients, including all aspects of 15(c) report creation, review, analysis, and delivery
- Ensure integrity of data and operational processes underpinning FUSE's Board Services suite of products
- Maintain and regularly update data sources used in reporting and analysis
- Develop new client reports and enhance/automate existing reporting
- Responsible for distribution of monthly, and quarterly reporting
- Integrate new data sources into FUSE data sets as appropriate
- Support ad hoc data requests from relationship managers

Qualifications

- BA/BS required
- **Strong attention to detail** – ability to operate with high-degree of thoroughness and accuracy
- **Excellent problem-solving ability** – capable of identifying data inconsistencies and diagnosing potential issues
- **Commitment to quality** – ensure data and report quality is maintained or improved
- Ability to take ownership of assigned responsibilities and deliver in timely manner
- High proficiency in Microsoft Excel and experience working with large datasets



research **network**

- Experience with SQL is a plus
- Understanding of asset managers and investment products
- Excellent written and oral communication skills

Compensation: Competitive with market rates (based on experience)

Hours: 40 Hours per week, Monday to Friday

Location: Needham, MA

Reports to: Partner & Head of Board Services

Benefits include: Medical plan, paid vacation, 401(k) plan and more.

To learn more about FUSE, check us out online at: www.fuse-research.com

FOR MORE INFORMATION CONTACT:

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