

# Middle Office Operations Cover Letter

8644 Jules Springs Toyburgh, LA 20617-6373

**Dear Rory Johnson,**

In response to your job posting for middle office operations, I am including this letter and my resume for your review.

In my previous role, I was responsible for operational and Regulatory expertise to the GBM business lines supported in the execution, matching and settlement of client and firm trades, management of credit and settlement risk and in ensuring that all activities are in regulatory compliance and that any operational risk is controlled.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Ensure all files for the tax dept are handed over on a monthly basis
- Produce a daily report of all outstanding SLAB dividends account balances
- Regularly agree and post P+L with the traders
- Send monthly P+L reports to the business
- Perform daily reconciliation of LAP/SDE balances
- Ensure that all outstanding stats have full narratives (nostros – pay – rec et al)
- To send the traders and Middle Offices a daily list of all Dividends with Record Date in the next 5 days (RD+5)
- To send the traders and Middle Offices a daily list of all p/l entries posted against their books

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Rory Russel