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# Example of Brokerage Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of brokerage analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for brokerage analyst

* To liaise with the front office to clarify any discrepancies found and resolve payments related queries
* To maintain correspondences with various institutional operations teams to ensure smooth processing and settlement of payments on a daily basis
* Creation of outgoing invoices for CAD give-up and US CTMA options transactions
* Partnering with clients to understand business and service needs
* Tracking, allocating and processing of 3rd party payables and receivables related to Futures clearing and execution
* Relationship management including regular client visits
* Understand client reporting needs
* Provide margin oversight for clients
* Compiling monthly metrics
* Initiate Incoming & Outgoing Account Transfers

## Qualifications for brokerage analyst

* Strong working knowledge and practical experience with probability and statistics/ econometrics experience with portfolio performance and/or risk analysis
* Strong overall business acumen (preferably operational experience) preferred
* A strong discipline in assessing risk and implementing adequate controls preferred
* Ability to gather, analyze and interpret risk and control related data
* Ability to make timely and sound judgments
* Build sound business relationships across the enterprise to enable a strong understanding and close alignment with business needs, direction, and risk appetite preferred