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# Example of Capture Analyst Job Description

Our company is looking to fill the role of capture analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for capture analyst

* Ensures invoices are correctly charged and fowards for purchase orders
* Responding to business aligned queries both internally and externally
* Daily interaction with clients, trading, operations and risk management teams
* Trade date client trade allocations
* Manual trade bookings including returns, recalls, fee based borrows and cash moves
* Accurate uploading of bulk trade files
* The booking of all give-up stock hedge executions across all synthetic products
* Respond to business aligned queries internally/externally
* Client positional, PnL & trade break queries
* Manual trade bookings including – Market Hedges, Rebalances, Crosses, Conversions, FX, ETFs, Bonds

## Qualifications for capture analyst

* 2+ years of analytical skills including understanding Trader Spread Sheets and model the changes in spread sheet as a part of analysis before passing down to development streams
* Excellent communication and inter-personal skills, both with business customers and with project managers, senior team leads and business analysts
* Post graduate with at least 3-4 years of post-qualification experience.(MBA capital markets/Finance preferred)
* Graduate with at least strong 4-5 years of after graduation experience in investment bank.(Accounting/Finance preferred can include B.Com, BMS, BBI, BAF or similar)
* Capture explicit and implicit requirements and define appropriate solutions, in combination with users, sponsors and the wider IT department
* Produce specifications at an appropriate level of detail