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# Example of CIB-Middle Office Job Description

Our growing company is looking to fill the role of cib-middle office. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for cib-middle office

* Ability to develop and coach people across all levels in the organization
* Support the CPG Trading desks (CPT) across multiple products and risk management systems
* Ad-hoc Validation and Query management of trades executed via e-trading platform
* Supporting the custody operations and client reference data teams by supervising the day to day reconciliation activities
* Data analysis and identifying trends to improve internal transactional processes
* Reconciliation management oversight and governance reporting
* Establishing and maintain project governance over FSMO implementations
* Ensuring timely communication of metrics and status of projects or initiatives
* Provide support on incidents and associated issue resolution as and when required
* Deliver projects and participate on MO initiatives

## Qualifications for cib-middle office

* Acting as an escalation point for any high risk corporate action events for other Middle Office teams
* Liaising with clients to explain complex/technical mechanics involved in a corporate action
* Proactively identifying & resolving processing model gaps & inefficiencies whilst ensuring a globally consistent operating model
* 5+ years end to end corporate actions experience either through a Prime Broker or Custodian with a focus on operations & client service
* Fluency in Asian language (close to native level Korean, Japanese or Mandarin) is a MUST
* Who works well with others and is a good team player