Downloaded from <https://www.velvetjobs.com/job-descriptions/collateral-operations>

# Example of Collateral Operations Job Description

Our company is searching for experienced candidates for the position of collateral operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for collateral operations

* Partner with the local and global functional teams across Liquidity Operations
* Contribute to the broader Liquidity Operations and LCO organization outside of specific business analysis deliverables
* The calculation, issuance, agreement and settlement of margin calls relating to OTC and repo portfolios
* The performance of portfolio reconciliations in the event of disputes, subsequently the cross organisational coordination to ensure resolution
* Participate and lead both firmwide and industry driven initiatives involvement in projects driven by regulatory change
* Involvement in new business analysis and preparation
* Consistently strive to further develop the department’s control framework and risk management practices and technology
* Engage with clients to both improve service and ensure clear and prompt issue and query resolution
* Projection of currency requirements
* Supporting Business Partners in improving and retaining client relationships, and driving additional sales opportunities

## Qualifications for collateral operations

* Demonstrable consistency of employment and progression within prior roles
* Demonstrate a strong understanding of risk management
* Experience in an Operations / Business Analysis role within a Bank
* Good knowledge of the business flows in the financial services industry, as is related experience in technology strategy or in a client service or business function
* Minimim of 3.5 years experience within Operations
* Japanese language skills desirable as the role may require interaction with Japanese speaking colleagues/clients