Downloaded from <https://www.velvetjobs.com/job-descriptions/fixed-income-trade-support>

# Example of Fixed Income Trade Support Job Description

Our company is growing rapidly and is looking to fill the role of fixed income trade support. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for fixed income trade support

* Trade Affirmation/Confirmation of all unmatched trades for a variety of trading desks across Credit and Rates
* Ensure continuity of daily trade processing to allow for greater Straight Through Processing and exception queue monitoring such as client and issue reference data and cash accruals
* The role also encompasses system reconciliations, detailed analysis of issues and productivity initiatives to improve the quality and efficiency of the trade flows
* Seeking ways to improve current processes by leveraging the tools available to identify inefficiencies and implementing automated solutions
* Keeping abreast of industry initiatives and market trends that can impact the business model and/or offer opportunities to improve the processes
* Assume ownership for any operational issues that are raised and provide resolution in a manner that is seamless, regardless of which operational areas are impacted
* Anticipate issues that may adversely affect operational support and take action to reduce the risk of occurrences
* Leverage diverse perspectives/skills within the organization
* Ensure all desk functions are documented in accordance with group procedural guidelines
* Thoughtfully assess and manage risk

## Qualifications for fixed income trade support

* Quicker learner, who is self motivated and can grasp concepts and trade flows quickly
* 3 years related experience (middle office, settlements, operations)
* Aptitude – Ability to quickly gain understanding of processes and purposes
* Financial Numeracy – Competency to learn and apply financial concepts in order to resolve issues
* Intermediate/Advanced excel – Comfortable with creating/maintaining macros and performing analysis on large datasets
* Autonomy – Must be able to see processes or projects through to completion