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# Example of Fixed Operations Job Description

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

## Responsibilities for fixed operations

* Daily collateral movements for Futures
* Processing trade corrections in OMS (Charles River) in accordance with the firms Trade Correction process
* Assisting with on-boarding of new accounts and transitions
* Monitoring and coordinating daily cash flow notifications
* Monitoring and researching all trade fail claims
* Creating new security setups in Security Master (Eagle SRM)
* Coordinating and reviewing data attribute changes in Security Master (Eagle SRM)
* Researching daily data exceptions that generate in OMS (Charles River) and reconcile to the Security Master (Eagle SRM)
* Maintaining index data in Security Master ( Eagle SRM) database
* Involvement in daily/monthly Pricing Process

## Qualifications for fixed operations

* Genuine interest and knowledge in the financial markets
* Preferably Tertiary qualified with a finance or business related major
* Completed or intention to study Securities Institute highly regarded
* At least 3 years industry experience and experience in project management
* Extensive experience in operations preferably within a bank, hedge fund or other financial services institution
* Knowledge of financial processing systems