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# Example of Middle Office Analyst Job Description

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

## Responsibilities for middle office analyst

* Responsible for ensuring that all instructions are sent with accuracy by client, custodian and market cut offs
* Responsible for providing accurate and timely notification to Fund Managers and direct clients on trade issues that require their amendment / investigation within the deadlines defined in the SOP’s and SLA’s
* Avoid failed trades by ensuring adherence to client, custodian and market cut offs
* Ensure that accurate documentation is maintained for all trade matters
* Ensure that customer service levels provided to all internal and external parties meet departmental and business unit standards in accordance with SOP’s and Service Level Agreements (SLA’s)
* Identify, record and address issues on a daily basis to Fund Managers, Clients and relevant internal parties where applicable
* Deal with internal and external parties in a professional manner and in a manner within the best interests of the Client and Bank
* Margin calls, dispute resolutions, and collateral settlements
* Overseeing the cash management processes
* Holding conversations with Senior Hedge Fund personnel

## Qualifications for middle office analyst

* Highly motivated and be able to react easily to change
* Knowledge of P&L and risk reporting and analysis is essential, as is the ability to build new and enhance existing P&L/risk reports
* Knowledge of Calypso would be an advantage
* Previous experience in financial regulatory reform policies (eg
* Implementation or reconciliation experience preferred, but not required
* Quick and flexible learner with initiative to identify needed improvements and execute on assigned projects