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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

* Working with the trading desk, clients, counsel and operations to settle par primary and secondary loan trades
* Provide Settlement Memos to Loan Servicing on closing date
* Distribute the Trading Activity, Unsettled Trades, Inventory and Loan Portfolio Risk Reports daily to Market Risk
* Attend LSTA conferences to stay informed of new processes regarding loan settlements
* Project management – Industry and team level projects are a key component of the team
* Review daily the exposure report with our counterparties (banks), inform and explain the over limit positions
* Management of treasury system, approve creation, deletion of static data
* Assist in electronic trade matching
* Prepare daily P&L summaries for Portfolio Managers through price verification, position reconciliation, and overall P&L analysis of the portfolio
* Actively monitor and analyze the portfolio for inaccuracies in the live pricing and risk

## Qualifications for middle office analyst

* Ability to work shift work where needed
* Good writing skills, an ability to form cohesive and persuasive documents is a must
* Current progress towards or completion of a relevant postgraduate qualification
* Knowledge of market systems
* Programming in visual basic is a plus
* College degree in technical/analytical field or Finance