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# Example of Middle Office Trade Support Job Description

Our company is hiring for a middle office 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 middle office trade support

* Ensure accurate Market Data is captured on a daily basis
* End to end trade life cycle management
* Control of bookings initiated by FO
* Monitoring of lifecycle events
* Participate as a part of an operations team that performs account reconciliation, account maintenance, and mutual fund trade facilitation for the various advisory programs
* Perform daily account reconciliation between trading and custodial systems
* Process client requests for contributions, withdrawals, portfolio modifications, and tax harvesting
* Assist in the identification, research, and resolution of trade errors
* Serve as main point of contact to facilitate interactions between the front office and external investment managers
* Ensure the accurate and timely escalation and resolution of all inquiries

## Qualifications for middle office trade support

* Basic understanding of Derivatives products and NAFMI documentations knowledge
* Good communication skills as the position requires to liaise with people from different departments and located in many locations
* Proactive and autonomous with the ability to escalate and report to management key issues or projects that require additional support
* Fresh graduate or 1-3 years relevant operation experience in Financial firms, preferably with Derivatives products exposure
* Bachelor Degree in Economics or Finance preferred
* Ensure all transactions are correctly captured in the trade capture and downstream systems