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# Example of Middle Office Job Description

Our company is looking for a middle office. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for middle office

* Confirmation of all trades with counterparties on a daily basis
* Processing quarterly coupon payments and cash flows for CDS and IRS products
* Assisting with the preparation of ad hoc management reporting
* Oversee daily review of trades executed and confirmation of trade economics for products such as FX Forwards, NDFs, and FX Options
* Review of fails in trade matching process with various vendors platforms
* Provide oversight in process to confirm cash movements with counterparties for trade related payments, swap resets or for expiries/maturities
* Interact with Fund accounting team to resolve daily breaks
* Assist as needed with additional product roles, processes
* Responsible for managing the end to end trade reporting function in a controlled and efficient manner
* Help create a strong control environment where regulatory issues are identified quickly

## Qualifications for middle office

* Act in an advisory capacity, or SME (subject matter expert) to management on the implications of proposed decisions related to areas of expertise
* Provide QA (quality assurance) verifying and tracking team performance for accuracy and timeliness regarding Takeover process, Overdraft process and Wire Transfer process
* Technical knowledge how financial instruments works - both listed and unlisted
* High standards for accuracy and attention to detail, strong written and oral communication skills
* Previous experience to come from an Income/Payment, Corporate Actions or Asset Servicing background, or equivalent experience
* IOC qualification would be beneficial