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# Example of Middle Office Job Description

Our company is growing rapidly and 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

* Provide oversight and monitoring of correct reporting
* Assist in building out a global and robust set of controls
* Research and resolve security and trade errors, monitoring of trade activity for sub-advisors, processing of corporate actions and class actions
* Manage liquidity including credit drawdowns, communication with portfolio managers about upcoming liabilities and managing investments into money market funds (completing calculations before handing over to Investment Administration team for instruction to custodian)
* Valuation sign off- based on P&L analysis and supporting reports and evidence of outsourced Middle Office review
* Oversight of FX hedging based on expected feeder returns and share class returns
* Review and appraise service provider performance versus key performance indicators
* Reviewing of monthly/weekly/daily reporting on cash and position breaks
* Daily review of overnight data feed for errors and inconsistencies
* Act as a point of contact for resolution of issues relating to valuation data from both internal and external stakeholders including clients, client services, client reporting and regulatory reporting

## Qualifications for middle office

* The position is a second-level operational position - requires a working knowledge of the basics of the alternatives industry and of the different areas within service delivery
* The individual should aggressively look to grow their knowledge and expertise regarding AIS and the industry
* The position requires problem solving skills necessary to solve various operational issues that arise on a daily basis that affect our clients and their accounts
* The position requires an individual to provide service delivery to both our internal and external clients that is both accurate and efficient
* The position requires engagement with a cross section of the AIS Service Delivery teams, including management (locally and possibly in global locations) with business partners and clients
* College/Third Level Degree preferred