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# Example of Middle Office Job Description

Our growing company is looking to fill the role of 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

* Monitoring of aged accruals within valuations utilising reports from to outsourced middle office supplier
* Monitoring of stale prices and referring non-standard pricing issues to valuation committee for review where appropriate
* Monitoring of invoices and other fee payments from the fund
* Review existing systems /procedures I MIS to identify areas of possible improvement
* Participate in ad hoc projects relating to system I procedure improvements
* Support the management of relationships with a number of vendors (Fund
* Administrators, Custodians, Prime Brokerage)
* Ensure internal stakeholders receive a robust, high quality and consistent level of service in the appropriate areas, from all Vendors
* Support the operation of Governance and Oversight frameworks with service providers
* Participate in monthly/weekly service review meetings focused on operations and overall relationship

## Qualifications for middle office

* Coordinate and align Operations Specialists workload to ensure equitable distribution
* Working experience and knowledge of Mutual Funds would be beneficial for this role
* Work closely with a loan origination and structured lending business internal and external legal teams and agent banks
* Assist with quarterly client statements generation for PIM accounts
* The ideal candidate will possess a background or equivalent investment industry experience in financial/fund accounting, finance, or middle/back office processing
* The ability to work under pressure, meet daily deadlines, multitask, prioritize and communicate technical information to internal/external sources are also strongly preferred characteristics