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# Example of Reference Data Job Description

Our growing company is looking for a reference data. 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 reference data

* Define and translate business requirements into technical analysis and functional specifications documents for developers and QA
* Complete data analysis to corroborate with business analysis
* Analyse new sources of data, data feeds, attributes for processing
* Analyse ongoing data changes, impact on application and defines solution for developers to implement
* Directly interacting with all functional teams, across front and back office, supporting their data needs
* Maintaining the firm’s trading portfolio, strategy, and position hierarchy structure
* Clearing data exceptions identified through the firm’s data quality procedures
* Support CDMCS colleagues & Client On-boarding colleagues globally in performing all aspects of work associated with the cyclical review process
* Provide excellent customer service/advice with full assistance to FID, Equities and Prime Services sales and trading personnel on processes as required
* Participate in business process modeling and assist in generating applicable scenarios testing

## Qualifications for reference data

* Must understand accounting topics related to Capex, Opex, depreciation and be able to distinguish between cash budgets vs
* Proficient in financial/strategic analysis
* AML Knowledge a plus
* Solid understanding of most equity, fixed income, and derivative asset class characteristics (futures, options, swaps, forwards, rights, equities, bonds, asset backed securities)
* 4 Year Bachelor’s Degree and strong academics
* Familiarity across all IB Functions - SME across all not required