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# Example of Trade Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of trade analyst. 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 trade analyst

* Utilising Excel to produce cross checks to ensure data entry 100% accurate
* Management and facilitation of all trade lifecycle events – Loan Restructures, Corporate actions PIKs (Payment in Kind), Redemptions
* Manage various complex Free Trade Agreements and Preferential Trade Programs – North American Free Trade Agreement (NAFTA)
* Support the unitised fund services trade execution team who place trades in the market on receipt of investment managers/clients instructions within stated deadlines
* To monitor trade statuses and chase for trade confirmations/contract notes where required
* Book trades to in-house custody system
* Instruct payments where required
* Prepare trade files for communication to fund accounting
* Responsible for the maintenance of the databases and filing systems to keep track of all trades executed
* Respond to trade support queries in a clear, timely and accurate manner

## Qualifications for trade analyst

* Issue Corrective Actions to relevant HBI personnel and external partners in an effort to resolve and eradicate any regulatory/compliance matters and ensure that future international transactions are compliant
* Good knowledge of Documentary LC/Guarantee/Standby LC and relevant local regulations and familiarity with UCP500, URC522, ISBP98 will be required as well
* Understand the Front to Back lifecycle of a trade and its associated risks to the firm and to clients
* Understanding of company organization, policies and procedures, general knowledge of logistics, distribution, and transportation systems
* Degree holder with 1 year experience in banking industry
* Provide overall support to the High Yield Investment group