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# Example of Trade Support Analyst Job Description

Our innovative and growing company is looking for a trade support analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for trade support analyst

* Contacts and negotiates with regional custodians and 3rd party fund houses if necessary to help expedite on investigations and resolution of issues
* Communicate with Private Banking front office, and relevant third parties to assist in executing complex or special transactions
* To provide cover for other roles within the team's systems
* Managing the transaction lifecycle of bonds and repo
* Managing settlements
* Managing sales and trader workflow
* Investigating and resolving reconciliation breaks between systems
* Producing daily/weekly/monthly internal trade reports against key metrics and KPI’s
* Working closely with global teams to resolve queries
* A relevant finance degree or tertiary qualification is desirable

## Qualifications for trade support analyst

* Must be a strong team player and have an ability to work independently
* 5+ years of Trade operations and/or relative financial industry experience
* Strong interpersonal skills with the ability to build an excellent network and develop strong working relationships within Technology, Operations, and throughout the firm
* Entry-level candidates candidates with up to 5 years experience in a similar role
* Degree with at least 5 years of related working experience in Financial Services
* Preferably in a regional support role, with supervisory and management role in Private Banking