



Example of Analyst Middle Office Job Description

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

Responsibilities for analyst middle office

- Perform counter-party exposure analysis
- Resolve settlement issues, resolve trade-related problems, and cash reconciliation
- Design and code ad hoc and permanent reports and processes in proprietary portfolio management system
- Checking all instructions and providing accurate and timely notification on trade issues that require amendments/investigation
- Avoiding failed trades by ensuring adherence to client, custodian and market cut offs
- Ensuring accurate documentation is maintained for all trade matters
- Identify, record and resolve issues
- Adhering to existing controls, implementing new controls and suggest improvements
- Resolving client, broker and custodian queries
- Relevant finance related tertiary qualification

Qualifications for analyst middle office

- Business level Chinese or Japanese (verbal and writing) is required in addition to English as this role will include extensive interaction with Chinese and Japanese speaking clients
- Chinese or Japanese fluency English
- Processing of transactions initiated by Private Bank clients, Private Bank

- Demonstrated success supporting investment management front or middle office implementation projects including investment operations outsourcing, portfolio accounting, order management, data management, reporting and analytics
- Extensive experience analyzing and documenting current state process and technology models
- Extensive experience conducting and documenting process and functional gap analysis