



Example of Analyst Middle Office Job Description

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Our innovative and growing company is searching for experienced candidates for the position of analyst middle office. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for analyst middle office

- Oversee the cash management processes
- Hold conversations with senior Hedge Fund personnel
- Actively engage in internal development initiatives
- Reconciling all equities & fixed income trading records timely and accurately
- Assisting with organizing all internal MI reporting on failed trades, settlement issues & trade blotters for supervisory reviews
- Working with compliance with KYC on-boarding of all new clients, and monitoring existing clients for periodic account reviews
- Monitoring the desk's risk on a daily basis
- Assisting on presentations for senior management
- Compiling and cleansing data for the development of web based pages for management
- Reviewing Profit & Loss to ensure its accuracy

Qualifications for analyst middle office

- Exposure to DSTS, Bloomberg, Impact, Wall Street, Murex, Imagine, Calypso, Endur and/or Consensys applications is an asset
- Work closely with external clients business partners
- Organised, proactive and articulate
- Bright, articulate and entrepreneurial with a demonstrated ability to
- Strong time-management skills with the ability to effectively prioritise

