



Example of Analyst Middle Office Job Description

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Our company is looking to fill the role of analyst middle office. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for analyst middle office

- Confirmation (Preliminary Confirmation, Legal Confirmation)
- Generate and maintain legal ledger
- Rotation with Settlement team
- Contract Compare – fee, rate and dividend management across all regional trading books
- Engage in outsourcing middle office functions corporate actions, collateral management to a leading service provider
- Confirmation of all new trades and reconciliation of positions
- Research and resolve operational issues with both internal and external customers
- Prepare client wire payment requests
- Reconcile margin requirements
- Manage collateral relationship with custodian

Qualifications for analyst middle office

- OTC knowledge
- Participate in UAT (user acceptance testing) on enhancements and changes to Basel systems
- Providing middle office support for the Japan Equities Business both prime and EFS
- Perform T0 and T1 reconciliation activities to ensure accurate trade flow and representation in the various systems
- Handle queries from different internal departments including sales and

