



# Example of Analyst Middle Office Job Description

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

## Responsibilities for analyst middle office

- Perform daily control reconciliations and data integrity checks to ensure the Book population is correct and complete
- Review and approve requests in BookMap's processing queue to ensure timely approval and processing of new book requests and book changes
- Compile various metrics and MIS reporting used to provide summarized statistics to senior management
- Assist with User Acceptance Testing (UAT) related to the development of the application
- Generate BookMap documentation for new procedures and update existing documentation to ensure they are current
- Participate in and lead meetings with various levels of BookMap stakeholders
- Work closely/coordination of work with the Chester UK based team
- Participate in ad-hoc projects related to data quality initiatives and system integrations
- Technical knowledge – MO affords the opportunity to develop a detailed understanding of a wide variety of Interest Rate Products
- Client relationship skills – regular interaction with Trading, Sales, other internal teams and liaising with Clients and other dealers will afford the opportunity to develop well-honed and professional relationship management skills

## Qualifications for analyst middle office

- Minimum 3 years experience in Financial Markets is essential

- Client Service & Investment Accounting experience an advantage
- Investment related qualifications
- Ability to work overtime so as to ensure all Client Deliverables and SLA's are met
- Ability to work Public Holidays and weekends where required