



Example of Analyst Middle Office Job Description

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Our 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

- Resolve/ reconcile P&L issues raised by front office personnel in a timely manner
- Review fund and Portfolio Manager currency and market exposure
- Develop and test applications and pricing models
- Review and approve month end valuations
- Maintain an understanding of the portfolio of the funds and managed accounts
- Review new positions against authorised trading limits and approved policy
- Prepare Position Reports to show the status of length and price of cover held
- Monitor Daily Margin Requirements
- Extract daily trades from system for regulatory reporting
- Perform P&L & Mark to Market reporting, review Hedge Effectiveness calculation and postings

Qualifications for analyst middle office

- A minimum of three years of relevant experience in financial markets, with client service and investment accounting experience
- Responsible for transaction management of all equity products
- Manage the allocation and confirmation generation processes for clients
- Ensure that there are high levels of control and the integrity of data flows from front to back
- Complete exception handling, pre-settlement matching and reconciliations

