



# Example of CAO Operations Job Description

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Our company is hiring for a CAO operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for CAO operations

- Act as a thought leader to drive problem solving, identify issues and actionable opportunities, adapting strategy to changing environments
- Partner with Finance as needed to support budget planning (e.g., through Roadmap) or cost-driven efforts
- Partner with communications function to produce communications and develop executive messaging
- Assist the team in organizing and launching (with support from Ops leaders) Firmwide programs and forums driving innovation, addressing common issues and sharing best practices
- Proactively drive progress for the assigned work-streams
- Execute against CAO Controls workstreams, risk and control self assessments, change management program across process migration, system migration, and document management
- Ensure CAO Controls programs are executed holistically and that critical handshakes between processes are identified and addressed completely
- Primary responsibility for a CAO sub-function as a go-to person for Risk and Controls
- Provide strong thought leadership and communication skills in relaying CAO Controls information to global colleagues, stakeholders and staff
- Understand and comply with regional and regulatory requirements pertaining to CAO when executing the testing of resiliency plans, SLAs, IAS charters, and system access management

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- Ability to work under tight deadlines, comply with urgent request and re-prioritize workload according to business needs
  - Good knowledge of cash and derivative products (FX, IR and Equity products) is helpful
  - Technical understanding of the business is critical in this role
  - Derivatives knowledge & experience is required, knowledge of securities products is a plus
  - Ideally experienced with exotic equity or credit or interest rate derivatives knowledge
  - A minimum of two years prior operational and/or line experience, is required