



# Example of CIB-Middle Office Job Description

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Our innovative and growing company is looking for a cib-middle office. 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 cib-middle office

- Ensuring swift and professional resolution of queries accompanied with adequate level of detail
- Offering ideas and solutions for process enhancements that enable greater control
- Ensuring that processes are under constant scrutiny and opportunities to improve efficiency and/or performance are identified and acted upon
- Assisting with the implementation of new products, strategic systems and applications, participation in UAT, giving feedback and highlighting any issues
- Owning and resolving exceptions and breaks raised by front-to-back departments that support the business
- Liaising with various business partners across the bank, such as IT teams, client service, back office and global middle offices
- Implementing industry and regulatory initiatives by participating in internal working groups and/or external market forums
- Undertaking compression opportunity analysis and participation in market-wide compression cycle management, weekly ICE Dealer Compressions
- Participating in industry-wide Default Management Processes such as scheduled LCH Fire Drills
- Collating and analysing data for Management Reporting and weekly review meetings

## Qualifications for cib-middle office

- Help to develop the Middle Office team as a key source of competitive advantage for the TS EMEA Banks & Broker Dealers franchise
- Develop the skill set, credibility, and contact network required to assume a supervisory role in the team
- Work with Sales and Product teams to ensure that new pricing requests are processed, approved, recorded and implemented appropriately
- Manage the ongoing de-risking of the EMEA TS Portfolio which involves close partnership with Sales, Client Services, Legal , Compliance, GCB (Global Corporate Bank) and the CIB CAO
- Partner with Finance to ensure active clients have appropriate TSM (Treasury Sales Manager) coverage
- Support the Sales team with managing the approval process for any compensating controls or exceptions for KYC (Know Your Customer) records