



Example of Middle Office Operations Job Description

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Our growing company is hiring for a middle office operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for middle office operations

- All people management aspects of the group including individual performance management, team building, succession planning, cross-training
- Setting the operations strategy in partnership with the business and technology partners
- Driving the industry
- Lead the external connectivity agenda with Equilend, Pirum and ISLA
- Introduce greater automation in processes through, for example, BPI or use of market vendors
- Investigate opportunities for creating and delivering additional capacity, cognizant of the Lean management process
- Familiarity with management tools including TDABC, Depth Charts, Escalation Matrices
- Perform daily position reconciliation of trading activity for multi-strategy and core investment vehicles
- Provide metrics to internal stakeholders to identify operational intensive businesses
- Partner with Fund Services and Client Implementation Team to implement account events, and ensure the adequacy of account structures and surveillance

Qualifications for middle office operations

- Functional and Product knowledge – HIGH

- Ability to recognise risk issues and implications
- Facilitate Account Events, partnering with internal and external parties to execute given event
- Create Account Structures to ensure Operational readiness and correct workflow/ connectivity at launch