



Example of Middle Office Operations Job Description

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Our company is searching for experienced candidates for the position of 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

- Serve as a point of escalation for the team and help manage issues effectively
- Partner with Sales trading desks to understand their strategy, improve quality and overall efficiency within the Trade flow
- Client Relationship Management with a key focus on efficiency, control, and enhancing client experience
- Work closely with global teams and clients to proactively manage/ mitigate risk and challenge existing business processes
- Drive the implementation of a front to back model to improve client experience and operational efficiency
- Contribute and drive development of efficiencies and process improvement initiatives – requires partnership with Technology and across Operations
- Interact with Clients, Sales, Trading Middle Office and Client Onboarding
- Monitor cash management and projections for a hedge fund solutions funds
- Oversee and manage the high volume trade execution process
- Monitor the monthly trade settlement and reconciliation to external counterparties

Qualifications for middle office operations

- Detailed understanding of risk and control frameworks with the ability to identify and improve control weakness
- Japanese (spoken and written) language skills preferred as there may be interaction with Japanese speaking clients and colleagues

- Developing and testing new and enhanced internal client offerings
- Day to day query resolution from both external clients and internal stakeholders
- Proactive strategic resolution of trade breaks and fail management