



Example of Middle Office Operations Job Description

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Our innovative and growing company is looking to fill the role 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

- Undertake a leadership role in reshaping the firm's technology
- Providing value-added support in new markets and new products
- Set direction for the team, create a culture of control and set expectations for the team members
- Designated ASX Supervisor when required
- Management of the Securities Operations project (CTB/RTB) agenda including schedule planning, testing, sign off and overall program management
- LEAN execution
- Regulatory Reporting verification and submission
- Gaining understanding of ASX regulations and reporting requirements as they pertain to MSASL's onshore business
- Developing strong relationships with key Business Units (including Sales Traders, Stock Lending, GCM , Legal & Compliance etc) to deliver quality service and solutions to their evolving business requirements
- Execution of controls around all functions managed within the team, and coordinating regular review of these controls to ensure relevance

Qualifications for middle office operations

- EMEA Financing Operations lender facing functions in Europe (primarily exposure management and client services) covering both Equity and Fixed Income securities lending

Reconciliation functions that have been deployed to a 3rd party vendor

- Planning and execution skills - HIGH
- Client Skills – HIGH
- 3 years+ with either an asset/investment management or investment banking background
- Possess excellent communication, organisation and time management skills