



Example of Middle Office Trade Support Job Description

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Our growing company is searching for experienced candidates for the position of middle office trade support. 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 middle office trade support

- Supporting users in the day-to-day aspects of Portfolio Management Middle Office functions and use of various trading applications
- Resolving phone and e-mail inquiries regarding trading, data quality issues, application usage, and operations trading items
- Working with the business, technology, and operations to determine priorities, schedule releases, and write specifications for enhancements
- Managing and leading a team of analysts
- Working with the investment team to capture and book internal trades at custodian and third party administrator
- Affirming and settling trades with brokers, DTC, trustee/custodian and prime brokerage
- Acting as the liaison with custodian and third party administrators and identifying and resolving trade breaks (and other issues) with internal traders, brokers and custodians
- Managing and maintaining daily reporting of internal equities/commodity futures portfolios and reconcile regularly between Futures Commission Merchant, custodian and internal trading system
- Interface daily with our Hong Kong office and brokers
- Execute ad hoc reporting requests from Investment Team

Qualifications for middle office trade support

- Continuous project work involving process improvement or system implementation
- Domestic Stock Loan Middle Office function, with a focus on Recall management, contract compare, excess management, Reg-Sho 204 and operational risk associated with the business
- Ensure all firm deficits and CNS fails are proactively communicated to the desk for coverage
- Ability to work as a proactive member of a fully established Equity Finance team
- Must have a fundamental system knowledge of Loanet, DTC, Equilend and BPS is a plus