



# Example of OTC Analyst Job Description

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Our growing company is searching for experienced candidates for the position of OTC analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for OTC analyst

- CSBs
- Trade capture of bilateral and centrally cleared OTC derivatives
- Trade capture and calculation of OTC Life cycle events such as coupon payments, credit events and expirations
- Pricing, P&L oversight and reconciliation of OTC Derivatives
- Investigation and clearing of OTC related cash breaks
- Accounting of collateral movements related to OTC derivatives and reconciliation of collateral balances
- Assisting with the onboarding of new clients and client reporting
- Provide functional knowledge and support within the Sales, Shipping, Billing and Procurement departments
- Participate in iterative development life cycle of design, development, unit/integration/regression/user acceptance testing, documentation and deployment
- Provide daily production support for the user community

## Qualifications for OTC analyst

- Good understanding of regulatory obligations and Corporate Governance policies
- An excellent understanding of a wide range of tradable instruments
- Understanding of how Asset Pricing affects the valuation and downstream processes

- Working knowledge of data vendor systems, Bloomberg and FT Interactive Data
- Skills in using MS Office applications, MS Excel (advanced) and Word