



# Example of Trade Management Job Description

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Our growing company is searching for experienced candidates for the position of trade management. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for trade management

- Ensure ongoing productivity by providing back-up relief for staff who are absent or on leave
- Ensure authorised signatory lists remain updated with external counterparties as required
- Develop and maintain contacts with brokers/fund managers/clients
- Ensure that team processing policies and procedures are kept relevant and updated at all times
- Maintain a Daily Control Schedule for all daily processing, in accordance with team procedures
- Support the identification of new technology and operational processes to effectively reduce costs, increase quality service and ensure accuracy
- Provide coaching to other team members to ensure cross-training of all aspects of activities in order to gain satisfactory cover
- Cover for departmental Supervisor in his/her absence
- Ensure trade instructions are approved by relevant authorised signatories
- Assist with day-to-day administrative tasks including investigation, amendment and clearance of reconciling items

## Qualifications for trade management

- Minimum 7 years of work experience in Finance or related field
- Understanding of industry regulations including Dodd Frank, EMIR, MIFID I/MIFID II, FATCA

- Securities, Fiserv APL, and/or separate account wrap systems experience preferred
- Unified managed account (UMA) experience is a plus
- Prioritizes work appropriately and independently