

ROLE : MIDDLE OFFICE OPERATIONS

MAJOR ACCOUNTABILITIES/PRINCIPAL RESPONSIBILITIES

- Trade Capture/Allocation/Matching of all confirmations (electronic/manual) sent by Customers/Brokers
- Check outs with internal/external counterparties to ensure accuracy of bookings
- Intraday unallocated/unclaimed transactions follow-up in order to minimize defaults, margin costs and operational risk
- Assist Breaks department on historical breaks/queries resolution
- Maintain accurate static data set ups between systems
- Monitor exception queues to ensure intraday business is running smoothly and Exchange and GMI are synchronized
- Work closely with Desk/Files allocations teams in order to be one step ahead of new customers' start of trading
- Chase internal counterparties throughout the day to ensure allocations are received in due time
- Chase E-Solutions for unidentified trades
- EOD defaults account posting
- Reconciliations EOD
- Continuous review of team procedures (NEMO)
- Actively report/escalate systems issues to Process Control
- Act as operations and technical expert regarding systems upgrades
- Constantly reviewing manual interventions in order to achieve additional automation
- Be flexible : Morning and late shift

KEY SKILL AREAS & KNOWLEDGE REQUIRED

- Advanced knowledge of Excel, Access, Word, Power Point etc...
- Strong analytical and numerical skills.
- Detail oriented.
- Good planning & organizational skills
- Fluent English, (written and spoken)

BEHAVIOURAL COMPETENCY REQUIRED

- Ability to work within/across team with diverse cultural backgrounds
- Capability to work effectively and efficiently under pressure
- Ability to prioritize both self and team objectives
- Enthusiastic and self motivated
- Excellent verbal & written communication skills
- Outgoing personality

FUNCTIONAL RELATIONSHIPS

Internal

- Middle Office, Clearing, Information technology (ITEC), Back office, Client service areas

External: NA