

JOB DESCRIPTION

Title of position	Middle Office – Associate / Assistant Vice President
Contract Type	Permanent
Department	HK Middle Office
Reporting to	Head of Trade Support
Position opening start	25 th January 2022

Main responsibilities and duties of the role:

- Ensure trades are input, processed and booked in a timely manner to properly reflect events.
- Trade validation of Equity, Equity Derivatives, FX, FX options, Credit and FI products etc.
- Understand how to properly capture the structures and hedges of products and products set-up in systems.
- Ensure all structured transactions are booked correctly in trading systems.
- Ensure all amendments are properly reflected in the trading systems.
- Manage lifecycle of Equity and Fixed Income Products.
- Ability to prioritize multiple responsibilities to meet internal and external deadlines.
- Ensure trading activities in compliance with relevant Compliance and Regulatory requirements.
- Enhancement of daily operation processing.

Requirements:

- Bachelor's degree or above in Finance / Economic or related discipline.
- Product knowledge in derivatives of Equity & Fixed Income, but not limited to other financial products.
- Good understanding of Front to Back operation flow.
- Understanding of the SFC's Statements of Principles, Rules & Code of Practice.
- Skills in writing VBA / Excel Macro.
- Proficiency in Sophis, Summit, and Murex as advantages.
- A good team player, proactive and able to take multi-tasks and work under pressure, excellent communication skills.