**Junior Middle Office Job offer**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Junior Middle Officer</th>
<th>Position Type:</th>
<th>Employment CDI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Group:</td>
<td>Middle Office</td>
<td>Date posted:</td>
<td>January 13, 2020</td>
</tr>
<tr>
<td>Location:</td>
<td>Geneva</td>
<td>Posting Expires:</td>
<td>February 15, 2020</td>
</tr>
<tr>
<td>HR Contact:</td>
<td><a href="mailto:recruitment@greenwichdealing.ch">recruitment@greenwichdealing.ch</a></td>
<td>Period</td>
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</tbody>
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**ROLE AND RESPONSIBILITIES**

Greenwich Dealing is looking for a Junior Middle Officer. The principal duties of the Middle Officer are to manage Trades settlements and Collateral.

1) Broker confirmation matching and settlement instructions
   - Ensure the daily settlement reports
   - Follow the trades matching and allocation with counterparties
   - Monitor the pending transactions with custodian/counterparties (pending, fail trade)
   - Follow settlement instructions with custodian banks
   - Contribute to the improvement of the several reports (KPI)
   - Ensure interface with Client Fund Admin for transaction performed

2) Reconciliation of trade blotter
   - Ensure reconciliation between the trade blotters, the OMS and execution platforms
   - Assist the trading team in the day-to-day activity

3) Collateral management
   - Operate the Collateral management for OTC Derivatives transaction (dispute and margin call)

4) Invoicing
   - Prepare, follow and generate end of month invoices for the different activity of the firm

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Applicants should be Business, Finance or Economics majors with proficiency in Microsoft Office applications (Excel). Attention to details, ability to multi-task and excellent communication are all essential to this position. First experience in settlement department is required (minimum 6 month).

**PREFERRED SKILLS**

French and English are mandatory. Another language is a plus.
Very good knowledge in Microsoft Excel.
Good knowledge in Financial Markets.

**GREENWICH DEALING TRADING GROUP**

Greenwich Dealing is an outsourced trading desk that offers a unique buy-side entry for portfolio managers, private banks, and family offices to access global markets through dedicated buy-side dealers, cutting-edge technology, and an open dealing architecture. All asset classes are covered: Equities, ETFs, Convertible Bonds, Fixed Income, Derivatives and FX. Greenwich Dealing offers access to broad liquidity and pricing through our large broker network. Greenwich dealers are based in Geneva and in the US at the moment but offer access to international execution in all markets around the clock. Greenwich Dealing operates completely transparently and trade in our clients name so that they retain visibility with the market. Thanks to tailor-made reporting, Greenwich Dealing provides trade reporting that responds to increased regulatory requirements (best execution, best selection, audit trail).