

At H2O, the Middle Office are responsible for efficiently facilitating trade flow and reconciliations, and managing counterparty risk.

Working alongside the broader Middle Office Team Members, this role offers a great opportunity for a tech savvy, capital markets-focused operations professional to gain a broad knowledge of all aspects of asset management, and add value to a fast growing business by ensuring an efficient support service that our Investment Team can rely on.

### **Key responsibilities of this role will include:**

- Reconciliations. Including regular cash, inventory and NAV reconciliations.
- Monitoring of Mirror NAV to ensure accurate accounting.
- Monitoring of overdrafts and instructing funding as necessary in connection with the Cash Manager.
- Maintaining a strong working relationship with clients, custodians & PB, Mirror accounting and counterparties.
- Reporting and investigating any outstanding breaks and ensuring continued follow up until the problem is resolved.
- Ensuring the timely market registration of new share classes for UCITS funds.
- Completing all agreed Client Reporting and Regulatory Reporting.
- Keeping up to date with any regulatory change which may affect the business requirements.
- Any ad hoc regulatory reporting requirements for; EMIR, ASIC, Dodd Frank
- Participate in the development of any new systems / enhancements.
- Facilitate the on boarding of any new clients or products.
- Maintenance of our record keeping system, booking adjustments on portfolios and products where necessary.

### **Interested? If you have some of the below attributes and experience we'd love to hear from you!**

- Experience and/or working knowledge of trade settlement and reconciliation processes.
- Experience and advanced knowledge of VBA and SQL.
- Experience of working within Asset Management.
- Advanced proficiency in using Microsoft Excel.
- Proven ability to manage a fluctuating workload within a fast-paced environment and balance priorities.
- An articulate and resilient personality.
- A team player.