



Function: Reporting & Reconciliation officer

Team: Middle Office

Reports to: Reporting & Reconciliation team Manager

Role purpose

The H2O Middle office is responsible for ensuring the successful completion of front to back trade processing, settlement, reconciliation and trade delivery to third parties. The team also has responsibility for various reporting and regulatory requirements and a strong focus on system & process development in order to continue to meet the growing needs of the firm and clients. Reporting & Reconciliation Officers are responsible for performing cash and positions reconciliations, ensuring the accurate maintenance of all portfolio NAVs and inventories on an ongoing basis and producing Clients and third parties reporting within the deadlines.

Main accountabilities

- Reconciliations :
 - Daily cash reconciliations Simcorp vs. custodian/PB
 - Daily EMIR bilateral OTC reconciliation via Trioptima
 - Investigating any outstanding break by liaising with the trade flow team and custodian, ensuring continued follow up until the problem is resolved
 - Monitoring of overdrafts and instructing funding if necessary to the Cash Manager.
 - Log and follow-up of OD charges and Claims from/to Custodians.
 - Reporting cash breaks and positions breaks > 5 BD to manager
 - Weekly or monthly positions reconciliations Simcorp vs. custodian/PB
- NAV controls
 - Daily monitoring of NAV to ensure accurate accounting with a pre-validation target (in progress)
 - Monitoring NAV validations and chasing fund managers if necessary
 - Supporting fund managers by investigating positions and/or performance discrepancies between Simcorp, Caceis and Stochos
 - Liaising with fund administrators for missing transactions or errors and following-up until resolution.
 - Weekly NAV reconciliation
 - Hedging level and Swing pricing controls
 - Weekly or Monthly reconciliation between Official NAV and mirror NAV (if applicable)
 - Reporting to management and to Compliance/Risk NAV errors.
- Effectively managing relations with clients / custodians & PB :
 - Maintain relationships with clients and ensure they are serviced as per their IMA.
 - Ensure a good relationship is maintained with accountants/custodians/PB to assist in the timely resolution of any issues.
 - Participating to quarterly meetings with third parties to maintain or increase service level.
- Regulatory reporting
 - Daily bilateral reporting to the trade repository to ensure compliance with regulatory bodies.
 - Reconciling Reporting performed by third Parties.
- Client Operational Reporting :
 - Daily / Weekly / Monthly client operational reports to be completed in line with IMA
 - Daily / Weekly / Monthly reports for custodian/Accountants
 - Any ad hoc reports to be produced as requested
- Working efficiently with others members of the middle office and the others departments:
 - Liaising with others middle office teams for breaks investigations.
 - Performing back up for the others members of the team as needed.
 - Working with Client Services for Client inflow/withdrawal, ad-hoc queries, and due diligences.
 - Participating to Audit.
- Systems and processes:
 - Participating in the development, testing and delivery of any new middle office systems / enhancements.
 - Keeping processes and procedures up-to-date.
 - Supporting the on-boarding of any new client, fund or product

Role requirements

- Experience and/or working knowledge of reconciliations processes and NAV controls.
 - Experience of working within Asset Management.
 - Strong knowledge of financial instruments.
 - Advanced proficiency in using Microsoft Excel.
 - Experience and/or working knowledge of VBA.
 - Proven ability to manage a fluctuating workload within a fast-paced environment and balance priorities.
 - A team player
-