
Senior Trade flow & Collateral Management Officer– H2O AM Europe – March 2023

Function: Trade flow & Collateral Management Officer

Team: Middle Office

Reports to: Head of Middle Office

Location: H2O AM Europe in Paris

Role purpose:

The H2O Middle office is responsible for ensuring the successful completion of front-to-back trade processing, settlement, reconciliation, trade delivery to third parties as well as collateral management. The team also has responsibility for various reporting and regulatory requirements, and a strong focus on system & process development in order to meet the growing needs of the firm & its clients.

The Trade Flow and Collateral Management team's main responsibilities include the timely and accurate capture of all trading activities, matching, instruction sending to third parties and settlement. The team also participates in counterparty risk management by agreeing on collateral and initial margins with counterparties/OTC clearers, and instructing them to the custodians and accountants on a daily basis.

Main accountabilities

- Ensuring all trades are accurately captured, matched and settled.
 - ✓ Working closely with front office to ensure timely and accurate capture of all trading activity across asset classes (listed/OTC derivatives, fixed income, equities, Money Market, CFD, FX).
 - ✓ Monitoring incoming STP flows.
 - ✓ Ensuring trades are electronically confirmed with the broker/counterparty (via FXALL, CTM, Markit, etc) before been sent to the custodian. Performing manual matching/validation where electronic confirmation is not possible.
 - ✓ Ensuring trades are instructed - via SWIFT, trade file or other means – to custodians, Prime Brokers and administrators best effort on trade date and always within the deadlines.
 - ✓ Monitoring queues in middle office systems across the day and resolving any issues (FIX alerts emails, FIXWATCH monitor tool...)
 - ✓ Investigating any outstanding or mismatched trades by liaising with the fund manager, custodians/prime brokers and counterparties.
 - ✓ Monitoring all failed trades and liaising with custodians and counterparties for resolution.
 - ✓ Calculating daily FX netting for hedge funds.
 - ✓ Notifying fund managers of corporate actions, instructing elections and inputting them in the internal systems.
 - ✓ Managing Proxy voting with ISS and class actions with CACEIS/DRRT.
 - ✓ For listed derivatives: Daily position reconciliation with clearers. Breaks follow-up until resolution.
 - ✓ For CFD: Daily position reconciliation with Prime brokers. Breaks follow-up until resolution.

- ✓ Ensuring expires/exercises/ assignments are accurately reflected in blotter and in record keeping system.
 - ✓ Calculating and agreeing listed derivatives margin calls with cash management team, instructing custodians/clearers and booking into the blotter.
 - ✓ Reconciling, Agreeing and instructing monthly CFD resets.
 - ✓ Daily Monitoring of short positions in Simcorp.
 - ✓ Sending daily reporting to Custodians and accountants.
- Processing Collateral / Initial Margin movements :
- ✓ Reviewing and agreeing on collateral on designated platforms with counterparties as per the CSA requirement.
 - ✓ Reviewing daily CCP and IA calls with clearer and counterparties.
 - ✓ Following through, collateral settlements and integration, reviewing in-house system positions: TriOptima vs. Simcorp (cash flow).
 - ✓ Reconciling positions and balances with counterparties, investigating breaks and liaising with counterparties/custodians.
 - ✓ Facilitating the onboarding of any new CSA, GMRA (constraints setup in TriOptima).
- Effectively managing relations with Counterparties, Custodians and Prime Brokers:
- ✓ Maintaining good relationships with counterparties, custodians and Prime Brokers to assist in the timely resolution of any issues.
 - ✓ Participating in quarterly meetings with third parties to maintain or increase the service level.
 - ✓ Logging, investigating and following-up of claims from custodians and counterparties in a timely manner.
 - ✓ Claiming counterparties/custodian within the deadlines.
- Working efficiently with others members of the middle office and the others departments:
- ✓ Ensuring effective communication and regular interaction with other Middle Office Teams to support strong end-to-end performance by the middle Office Team as whole.
 - ✓ Performing back-up for the other members of the team, as needed.
 - ✓ Working with the Client Services, Compliance and Risk teams for ad-hoc queries and due diligences.
 - ✓ Participating in Audit.
 - ✓ Being flexible with the other team members, and being aware of the nuances of a particular fund or custodian.
- Controls and reporting to Management:
- ✓ Performing End of Day controls and signing-off in check list.
 - ✓ Ensuring that pending trades > 5 BD have been logged and reported to manager.
 - ✓ Logging and Reporting to management and to Compliance/Risk trade errors and operational issues.
 - ✓ Maintaining Currency/Fund/Product/Counterparties mapping within FIXWATCH.
 - ✓ Maintaining cash and Fixed Income SSI & Cut-off Spreadsheets.
- Systems and processes:
- ✓ Participating in the development/enhancement, testing and delivery of new systems or trading platforms.
 - ✓ Working within the middle office to continually improve and automate processes and reduce manual tasks wherever possible.
 - ✓ Keeping processes & procedures up-to-date.
 - ✓ Working with internal & external teams to on-board new clients/funds/custodians/ counterparties/Products (check list review).

Role requirements

- Working knowledge of trade settlement, reconciliation processes and collateral management.
- Experience of working within asset management firms.
- Advanced proficiency in using Microsoft Excel.
- Proven ability to manage a fluctuating workload within a fast-paced environment and balance priorities.
- A team player.