
Platform Support Officer- May 2023

Function: Platform Support Officer

Team: Middle Office

Reports to: Head of Middle Office

Location: H2O AM Europe in Paris / H2O AM Monaco SAM

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 to meet the growing needs of the firm & its clients.

H2O is relying on SimCorp Dimension to handle its middle to back-office operations. You will be responsible for ensuring that the Middle Office team can operate their daily duties thanks to this platform. Through this role you will develop an exhaustive knowledge of widen middle office processes being also able to understand the technical side of them.

Main accountabilities

- Support day to day activity
 - ✓ *Overseeing batch executions of the underlying operational processes*
 - ✓ *Ensuring all interfaces are up and running in production and UAT environment*
 - ✓ *Supporting end users with their use of SimCorp Dimension*
 - ✓ *Troubleshooting any exception arising within the day-to-day activity around trade processing, pricing, and reconciliation*
 - ✓ *Monitoring data management activity for static and market data*
 - ✓ *Managing relationship with third party providers*

 - Project and development:
 - ✓ *Implementing regulatory changes impacting Middle Offices operations*
 - ✓ *Supporting implementation of new portfolio, new custodian, new clearer/PB or new trading activity*
 - ✓ *Liaising internally with Front office, Risk and Quant departments for new requirements from the middle office platform*
 - ✓ *Identifying areas of improvement and implementing corresponding changes to streamline and automate activity*
 - ✓ *Developing ad-hoc requests related to operations activity for clients, auditors, or internal purposes*

 - Processes enhancement:
 - ✓ *Documenting day to day and troubleshooting processes*
 - ✓ *Monitoring best-of-breeds technology around buy-side operations*
 - ✓ *Reporting to management on day-to-day activity*
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Role requirements

- Experience of SimCorp Dimension or similar operational platform.
 - Attention to details whilst handling a wide operational scope
 - Knowledge of buy side Middle Office operations.
 - Advanced proficiency in using Microsoft Excel, VBA, and SQL.
 - A team player.
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