

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Middle Office - Associate

Our client:

A top tier private bank based in Geneva.

Role & Responsibilities:

- Consist of The Securities, Cash and Tax Teams. Each team oversees the entire relevant processes (in- and out-sourced) for the WM entities based in Switzerland and in the UK. The team also acts as centre of competence for the Front Office for all Middle Office related questions.
- Play a pivotal role setting up and maintaining control framework for Middle Office teams.
- Be in charge of ensuring all policies and KOP are respected as well as continuously propose improvements to the existing processes.
- Support will be required to:
 - Review existing processes and proposing effective solutions
 - Enhance existing processes and guidelines with the newly implemented structure
 - Investigate, evaluate and provide recommendations for further process enhancement
 - Test control tasks and document results
 - Apply critical thinking and analysis when reviewing the controls
 - Track progress of the implemented tasks
- Definition of control framework and establishment of the action plan
- Documentation of the new processes
- Ensuring cross team collaboration between Middle Office Teams, Vendor and Vendor management
- Provide FO support and act as an intermediary between the Front Office and Avaloq
- Oversee the timely delivery of the relevant regulatory reports
- Coordinate the implementation of new controls and processes

Profile:

- **At least 3 years of Financial Services experience**
- **High level of familiarity/knowledge of the middle office activities**
- High level familiarity/knowledge of the Regulatory topics: Mifid, EMIR
- Strong teamwork and organisational skills
- Attention to detail and accuracy
- **Excellent level of English (min. Advanced level), German is a plus**
- Good customer relationship, communication and presentation skills
- Ability to work independently and as part of multicultural teams
- Proficient PC skills, including Excel, Word, Outlook, PowerPoint
- **Working knowledge of Avaloq is a plus**
- Working knowledge of the Bank's products and services as well as a firm understanding of the regulations, policies and procedures
- Exposure to outsourced processes

Contract type: Temporary (unlimited period)

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik

Ref : MM270284801