



## Operations Officer

Varied Back Office role combining settlements, payments, and reconciliations.

### Job Role:

- Check and maintain client and company accounts
- Check funds coming in from clients
- Set up payment sheets and make payments to the broker
- Ensure source of funds have been approved by compliance
- Chase for funds not received from the client and keep track of debts
- Reconcile client and company accounts on Xero and spreadsheets
- Update and maintain the Margin Report, Unpaid Monies Report and Open Case Report
- Check source of funds has been approved by compliance
- Authorise payments
- Obtain copies of SWIFT messages for both incoming and outgoing payments
- Keep a log of funds transferred between companies
- Control and reconciliation of returned currency from broker
- Ensure any 3<sup>rd</sup> party payments have been approved by Compliance
- Set up & make payments to the Client
- Update Xero & in-house online trade platform
- Chase for client payment details and adding them to the in-house trade platform
- Check broker recaps
- Check that 3<sup>rd</sup> party payments have been approved by compliance
- Any ad-hoc duties relating to the smooth running of the department.

### Requirements:

- Looking for a multi-tasker that can prioritise work accurately and efficiently.
- Ability to work in a fast-paced small department
- Ability to work within a team but also with own job responsibilities.
- Excel (good knowledge)
- Accounts knowledge would be an advantage.