



## PR/118024 | Dealer Assistant and Administration (Japanese Speaking)

### Job Information

**Recruiter**
[JAC Recruitment UK](#)
**Job ID**

1542478

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

United Kingdom

**Salary**

Negotiable, based on experience

**Refreshed**

June 24th, 2025 07:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Job Title: Dealer Assistant and Administration (Japanese Speaking)

Location: City of London (Hybrid work is available)

Employment status: Permanent

Salary: GBP30K-35K

1. Front Office Risk Management and Administration Department

### JOB PURPOSE

To work alongside and support the Treasury and the Market Making Groups within the Global markets Unit (as risk owners) to deliver robust internal risk management and effective front office controls by:

- Establishing and maintaining a sound risk management structure in line with Risk Management Policy within the Global Markets Unit.
- Maintaining, developing and strengthening internal controls within the Global Markets Unit.
- Improving operational efficiency of reporting/monitoring related to front office risk management.
- Carrying out other administrative duties.

#### KEY RESPONSIBILITIES

- a) To ensure the Bank maintains a presence in the market and maintains its status under all appropriate regulations.
- b) To monitor the regular operations related to risk management within the Global Markets Unit, excluding operations related to dealer position management.
- c) To handle operations related to regulatory reporting (MIFID, ESMA etc.) and credit line monitoring.
- d) To monitor the changing external regulatory environment and be alert to factors that could be relevant or pertinent to the dealing room.
- e) To partake in activity necessary to maintain existing or future regulatory requirement.
- f) To update the 'Branch Procedure Manuals' related to the Global Markets unit.
- g) To support other departments of the Global Markets Unit on their internal risk management control and administrations.
- h) To cooperate with other departments, branches and Head Office on various administrative matters which affect the activities of internal control within the Global Markets Unit.
- i) To carry out such other duties as requested by the General Manager and Unit General Manager.

## 2. Investment Planning Department

#### JOB PURPOSE

To carry out a range of procedures to maintain and develop the strength of internal control within the Global Markets Unit.

To help and assist activities of the Investment Planning Department under the guidance and supervision of the Head of Department.

#### KEY RESPONSIBILITIES

- a) To ensure the Bank maintains a presence in the market and maintain its status under all appropriate regulations.
- b) To carry out clerical works in Investment Planning Department (Trade input to relevant systems, other daily tasks etc.).
- c) To provide general clerical supports for other Departments in Global Markets Unit including secretarial services to GM of Global Markets in Global Markets Unit.
- d) To deal with the matters related to the Internal Audit.
- e) To support the preparation for external inspections by relevant authority (FCA, BoE and BoJ etc).
- f) To update the 'Branch Procedure Manuals' related to Global Markets Unit.
- g) Under the supervision of the Dealer (Manager), to deal with the various matters related to the operation of Investment Planning Department based on Branch Procedure Manual.
- h) To cooperate with other departments, branches and Head Office on various matters which affect the activities of internal control within Global Markets Unit.
- i) To handle any assignments or duties requested by GM of Global Markets

#### QUALIFICATIONS AND EXPERIENCE

- An understanding of interest rate related instruments within a financial institution.
- Intermediate/Advanced skills in Word/Excel required, with good mathematical ability and ideally with knowledge of programming.
- An understanding of regulatory framework in which the bank operates and an understanding of market products is required, or alternatively the potential to learn these in a short space of time.
- Fluent in written and spoken English and Japanese.

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding

#LI-JACUK

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Company Description