



PR/095363 | Middle Office Officer

Job Information

Recruiter

[JAC Recruitment Singapore](#)

Job ID

1543383

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 14:01

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

Our Client:

Our client is one of the leading Banking Services company in Japan. They are currently looking for officer to join their Middle Office team.

Description of Duties

This position is responsible for assisting the Middle Office Manager whose assignment is performing risk management functions, in addition to managing General Affairs including accounting, budgeting and office administration, financial reporting to the Head Office and the Singapore & Japanese regulatory agencies.

The Responsibilities:

- Accounting: Profit and Loss, Cashflow Management.

Assist with duties including payment of expenses and taxes, etc.

Assist in preparation of month end adjustments.

Undertake the preparation of financial statements for audit, corporate tax, GST and other tax returns.

- Reporting to Authorities: Prepare and submit accurate and timely regulatory reports to authorities (MAS) including but not limited to fortnightly reporting, MAS610, MAS649, Quarterly I&E.

Liaison with MAS and Accounting Firms regarding bank accounting policies and guidelines if required.

Assist in assessing impact on new MAS regulations on existing reporting processes when applicable.

- Risk and Operation Management: Assisting the Middle Office Manager to manage risk from the Middle Office's standpoint.

Prepare daily monitoring reports to ensure the everything is compliant to regulatory requirements.

Prepare daily nostro reconciliation.

Prepare reports to the Head Office, MAS and Japanese regulatory agencies, etc.

- Outsourcing Management: Assisting the Middle Office Manager to with outsourcing requirements.

Assist to ensure all documents and checklist are in compliant with regulatory and Head Office requirements.

- Office Administration Functions: Manage control of office supplies. Control important items such as agreements. The Branch's equipment maintenance. Support control of the security system. Control and take care of the office environment. Handle incoming and outgoing mails. Prepare necessary reports.

- Others: Perform all other duties as assigned by the General Manager and Senior Deputy General Manager

The Requirements:

- Possess Bachelor Degree.
- Relevant Middle Office experience in banking industry.
- Experience with MAS regulatory reporting preferred.
- PC skills (Microsoft Office and Microsoft Excel).
- Having experience in a Japanese regional branch or subsidiary office is a big advantage.
- Good communication skill, strong learning ability and multi-tasking skill and a team player.

We regret to inform that only shortlisted candidates will be notified.
Appreciate your understanding. Candidates require visa need not to apply.

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Company Description