

MichaelPage

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Fixed Income Operations (Hybrid)

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Job Information

Recruiter

Michael Page

Job ID

1553605

Industry

Securities

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 12 million yen

Refreshed

July 31st, 2025 17:52

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Validate trades and perform reconciliations
- Communicate with clients and resolve inquiries
- Investigate and clear breaks
- Support new products and regulatory changes
- Improve processes and controls
- Collaborate with internal teams
- Escalate issues as needed
- Support Front Office FX Sales

Client Details

Well-known financial services company with a long history in Japan.

Description

The position requires close coordination with Front Office teams (including sales, client relationship leads, and business coordinators), as well as Technology, Finance, Operations, and Compliance, to ensure precise trade entry, seamless transaction flow, and strong Middle Office oversight. Core duties involve validating trade bookings, performing reconciliations, identifying operational risks, and liaising with clients (in Japanese and/or English) on preliminary confirmations and account-related matters.

The team functions in a dynamic, high-energy setting with a strong emphasis on governance and regulatory adherence, maintaining regular interaction with global colleagues and industry peers. This role presents excellent development potential through participation in regulatory rollouts, process automation, and new trading ventures.

Key Responsibilities:

- Validate trade entries and perform reconciliation activities
- Engage with clients on trade confirmations and address inquiries
- Analyse and resolve discrepancies efficiently
- Contribute to new product launches and regulatory updates
- Improve workflows and establish effective control mechanisms
- Work collaboratively with internal stakeholders to deliver top-tier support
- Escalate concerns promptly to Middle Office leadership
- Deliver analytical and operational assistance to Front Office FX Sales

Job Offer

- Hybrid work
- Clear career path, as well as internal mobility opportunities

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Nina Miyamasu on +81366276065.

Required Skills

- 3-10 years in middle office or operations role
- Understanding of following products: spot, forward, Options
- Advanced knowledge of Excel preferred
- Japanese: fluent
- English: business level and above

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