



PR/096790 | Associate, Middle Office

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1582420

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

April 14th, 2026 11:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

Our client is a global leader in active fixed income with deep expertise across public and private markets.

Key Responsibilities

Position Description

Middle Office primary responsibility is management and governance over a key control environment that supports the day-to-day trade life cycle of the Portfolio Management teams. The Team supports Sydney, Tokyo, Singapore and Hong Kong Portfolio Management Teams, trading across all APAC markets and various product types from Fixed Income to Equity products. Middle Office team members collaborate across internal functional teams: Portfolio Management, Trade Support, Legal & Compliance, Operations, Technology and State Street IMS (back office).

In addition, Middle Office team members regularly engage with external parties such as brokers, custodian banks and third party trading platforms for issues resolution, system enhancements and market initiatives/projects.

Responsibilities Trade related tasks

- Perform block trade confirmations in STP or on paper vs. broker confirms
- Monitoring sensitive trade settlements and act as escalation point to Statestreet IMS in Fails resolution
- Research and resolve daily inquiries from internal and external groups
- Coordinating onboarding and managing access to relevant trading platforms and applications
- Achieve and maintain operational excellence in adherence to internal policy and procedures

Daily Reporting

- Prepare and distribute daily trade activity and end of day reports
- Perform daily Equity position and market value reconciliations
- Monitoring for APAC Regulatory Trade Reporting & resolve any late trades to prevent regulatory breach

Ad Hoc

- Assist in the monthly metrics reporting and work with back office to resolve identified risk items
- Participate in projects to enhance operational environment
- Utilize technology to create efficiencies and improve processes to daily workflow
- Develop and analyze internal trade flow metrics and recommend process improvements

Requirements

- Bachelor's degree from an accredited college/university preferred in Economics or Finance major
- 3+ years of work experience in the investment management or financial service industry
- Direct work experience in Middle Office/Trade Support and knowledge on APAC markets a plus
- Product knowledge in processing and settlement of various financial products (Fixed Income, Forex, Derivatives and Equities)
- Strong written and verbal English communication skills
- Strong reading, written and verbal Mandarin communication skills a plus
- Able to work independently and across various teams, intuitive and a quick learner
- Thoughtful and ethical; demonstrates good judgement and strong decision-making skills
- Self-motivated problem solver, team player and results oriented; contributing to the firm's success
- Open-minded and adapt to new ideas, process and control implementation
- Flexible in Team's shift arrangements to support APAC markets and Singapore holidays.
- Experience with MS computer applications, Bloomberg trade order management systems and matching utilities preferred

We regret to inform that only shortlisted candidates will be notified. Appreciate your understanding.

EA: JAC Recruitment Pte. Ltd.
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EA Reg No. R1879356
EA Personnel Name: Tan Deshun

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#countrysingapore

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Company Description