



Understanding People

Middle Office Analyst / ミドルオフィスアナリスト

Asia-focused investment firm

Job Information

Recruiter

Specialized Group

Job ID

1597937

Industry

Asset Management

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

June 24th, 2026 14:17

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Middle Office Analyst ミドルオフィスアナリスト | Financial Services (20 Days PTO, Insurance, Gym Subsidy)

Our client, a market-neutral, multi-manager investment platform focused on Asia, is seeking a Middle Office Analyst. This role offers the opportunity to support trading desks, liaise with third parties, and streamline processes, providing a comprehensive experience in financial operations. Enjoy benefits such as 20 days of paid annual leave, life and medical group insurance, and a gym subsidy.

Key Responsibilities:

- Support trading desks with transaction confirmations and settlements
- Perform trade bookings and daily reconciliations
- Investigate and resolve failed trades
- Liaise with brokers and fund administrators for break resolutions

- Streamline workflows through automation and process review
- Ensure compliance with Asian financial market regulations

Qualifications:

- Degree in Finance, Business, Economics, or Accounting
- 1-3 years' experience in financial services
- Good knowledge of listed products
- Strong programming skills is preferred but not mandatory
- Experience with trade booking and reconciliation systems
- Familiarity with financial market regulations in Asia
- Proficiency in English and Business Japanese is preferred but not mandatory

Company Description