



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

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1548340

業種

銀行・信託銀行・信用金庫

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2025年08月06日 12:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明