

Solid Financial Services Ltd, a Cyprus based investment company licensed by CYSEC, is currently looking for **Back Office Specialist** to join its team.

Key responsibilities

- Handling clients' post-trade processing and settlement of trades with securities, REPO and FX trades as well as clients' non-trade orders;
- Processing daily transactions and reconciliations of assets;
- Correspondence with counterparties and brokers regarding trade confirmations and discrepancies;
- Preparation of instructions for DVP and FOP settlement;
- Preparation and timely submission of Regulatory reports (MiFIR, APA), as well as preparation of internal control reports;
- Sending via email client reports on a daily basis;
- Monitoring and maintaining corporate actions;
- Client assistance for any requests and order arrangements;
- All administrative functions to support the client's transactions;
- Any other Ad-hoc activities not listed above, that may occur on an as and when basis.

Job Requirements

- University Degree in Finance / Economics / Business or related field;
- CySEC certificates (would be considered as advantage);
- Fluency in English and Russian (verbal and written);
- Minimum 1-2 years of relevant work experience in similar position in Brokerage firm;
- Good knowledge of Excel and other Microsoft Office tools;
- Capacity to work under pressure and with strict deadlines;
- Good communication and monitoring skills;
- Strong sense of professionalism, organizational and analytical skills;
- Self-learner and highly motivated individual.

Benefits

- Attractive remuneration package;
- Discretionary yearly bonus based on employee's and company's performance;
- Training opportunities for growth and expansion of knowledge;
- Friendly work environment;
- Corporate events.

All CVs will be handled with the utmost confidentiality.