

## Job Search: **Middle-Officer, Financial Services**

HedgeGuard is a service and software provider in the financial industry. It offers a wide range of solutions for asset managers, hedge funds and family offices. The services include portfolio management, order and execution management, risk reporting, as well as performance and attribution reporting. These services are offered with real-time support, and they are integrated in HedgeGuard's PMS (Portfolio Management Software).

In addition to the above, HedgeGuard offers an outsourced service; the Middle Office. The latter is a reliable solution for Funds having subscribed to the PMS and that require a cost-efficient middle office service.

### **Job Description Overview**

HedgeGuard's team is staffed with trained and experienced professionals who are familiar with the HedgeGuard software. This allows HedgeGuard to provide a high level of support and gives fund managers a feeling of proximity with the Middle-Office team.

As a member of the team, the person will be in charge of the production of the Middle-Office tasks on a daily basis for its clients. This position is based in Beirut and may include travel.

### **Responsibilities**

The Middle Officer will be using HedgeGuard's software to establish workflows and execute the Middle Office tasks below:

- Performing Middle-Office tasks- including trade management, corporate actions and FX impact monitoring, cash balance supervision, margin call and collateral management, NAV approval
- Documenting Middle Office processes
- Ensuring a proper conduct of the activity
- Sending daily reports to clients
- Responding to clients' inquiries
- Participating in process improvements of HedgeGuard Middle Office service
- Validating new software features for the Middle Office service

### **Requirements:**

- 0 to 3 years of experience gained in the finance industry working for a software vendor, consultancy or in an asset management company in Middle Office, Back Office, Compliance or Accounting departments
- Hands-on experience on all asset classes
- Client service oriented
- Highly motivated, meticulous and hardworking
- Fluent in French and English

**To apply, send your CV and cover letter to the following email address:**

<mailto:perla.nahlous@hedgeguard.com>