CareerCross

ASCENT
GLOBAL PARTNERS

Middle Office IT Operations

Job Information

Recruiter
Ascent Global Partners K.K.

Job ID
1490107

Industry
Private Equity Fund, Venture Capital

Job Type
Permanent Full-time

Location
Japan

Salary
12 million yen ~ 18 million yen

Refreshed
August 13th, 2024 14:25

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native

Other Language
Chinese (Mandarin) - Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

We are seeking a candidate with a deep understanding of managing smooth-running investment and trading operations in the Asia-Pacific region, covering both front office and back office functions.

Key Responsibilities:

- Demonstrate proficiency in investment IT operations and settlements across Asian markets, with a strong grasp of regional rules and regulations.
- Possess an in-depth knowledge of custody, accounting, and investment workflows, including best practices for private placements, direct investments, and other capital market transactions in Asia-Pacific.
- Engage effectively with major banks and boutique firms, offering expert advice on instrument setup, investment closing, settlement, complex corporate actions, stock lending, and OTC derivative valuation, financing, and reconciliation.
- Collaborate closely with the global operations team, investment managers, analysts, and compliance officers to ensure smooth operational processes.
- Receive training from the global operations team on firm-specific infrastructure, processes, and resources following

onboarding.

- Utilize your Asia-Pacific expertise to localize and enhance pre- and post-trade procedures, controls, and scripts related to booking, valuation, corporate actions, and settlement.
- Manage analytics and reporting for PnL, settlement, and risk/compliance.

Required Skills

Qualifications:

- Strong verbal, written, and relationship-building skills in English; proficiency in Japanese or Mandarin Chinese is preferred.
- Technical proficiency in data analysis, scripting, and report generation using Excel, Access/SQL, VBA, or a comparable R/Python stack.
- Familiarity with the Bloomberg API is an advantage.
- Potential to expand into responsibilities related to order placement and trade execution over time.

Company Description