

# JOB DESCRIPTION

<b>JOB TITLE</b>	
<b>Position:</b>	Senior Specialist
<b>Department:</b>	Operations
<b>Reports to:</b>	Head of Operations Department

## **JOB SUMMARY**

Senior Specialist of Operations Department shall be responsible for assisting and backing up Head of Operations Department (OPS) in proper performance and discharge of the Company's Operations function.

## **DUTIES AND RESPONSIBILITIES**

- serve as a primary point of contact for all issues, related to OPS;
- perform general control and supervision of OPS function on a daily basis;
- authorize instructions for the outgoing transfer of funds and/or financial instruments of the Company's clients on the designated accounts of the Company with banks and brokers and/or sign paper format instructions for the same;
- coordinate with different departments to ensure compliance with Cyprus and EU regulatory requirements;
- provide information on operations to internal and external auditors of the Company, CySEC, and the Company's Compliance Department;
- ensure the Company's compliance with its obligation to safeguard clients' funds and financial instruments in accordance with relevant Cyprus and EU legislation;
- monitor the accuracy of static data and orderly record keeping within statutory retention periods. The records must be capable of being reproduced in the English language on paper;
- initiate, where necessary, investigations on matters related to safeguarding of clients assets, and take remedial actions where needed. Report on findings, if any, and their resolution to the Head of Operations Department; and
- act in capacity of, and otherwise perform all the respective duties of the Head of Operations Department, Client Assets Safeguarding Officer and Regulatory Reporting Officer during periods of the latter's absence or unavailability for a particular mission/task, as specifically instructed by the Head of Operations Department.

## QUALIFICATIONS

- University degree in Economics/ Finance/ Accounting/ Business Administration or related disciplines;
- CySEC Advanced certification shall be required;
- Other related qualification certificates will be added as advantage;
- Strong knowledge of CySEC and European regulatory requirements related to investment firm's operations and safeguarding of clients assets;
- Minimum of 3-5 years proven experience in back office operations in financial services sector, preferably in a regulated investment firm;
- Sound understanding of financial and custodial (securities) settlements, and reporting;
- Ability to perform under pressure in a fast-paced environment and make sound decisions, coordinate and prioritize many different tasks/projects at the same time and the ability to adapt to change and meet deadlines.

## SKILLS

- Excellent computer and software proficiency (MS Office), 1C Back Office, IBQ, Calypso, CySEC\_FTP;
- Exceptional critical thinking, problem-solving, and communication skills (both verbal and written), ability to collaborate effectively with cross-functional teams;
- Good product knowledge and understanding of capital markets;
- Ability to analyze complex data, and a strong attention to detail;
- Good command of spoken and written English.

<b>Review date:</b>	10/12/2025
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