# Job Description

# Title: Trade Reporting Officer

## About the Company

TRAction is a leading company in the global Regtech industry providing regulatory trade reporting solutions and services to businesses dealing in OTC derivatives and other financial products requiring transaction reporting. We support over 100 clients across the world to meet their regulatory reporting obligations and report over 10 million trades daily to global regulators including ESMA, FCA, ASIC, MAS and Canadian regulators. We are an innovative company with a diverse team of driven professionals steering TRAction's successful and continued expansion.

Join us to work alongside a highly experienced and vibrant team, access opportunities for career growth and further training, gain experience liaising with global clientele, and develop invaluable skills within both the finance and rapidly expanding Regtech industry.

## About the Role

The specific tasks of the role are;

- Data Cleansing of source/extract data to respective systems
- Processing client transaction data in SQL
- Troubleshooting and Error investigation
- Submitting data to regulators and trade repositories
- Follow and maintain process documentation
- Assist in application support and customer service for TRAction Fintech clients
- Liaising with TRAction's operational teams in Sydney, Asia and London

## The Successful Applicant

We are looking for someone to work in a small team, be a jack of all trades, be eager to learn and grow with the company, with the following experience and attributes:

- Experience in data processing within a bank, broker or fund
- Appropriate tertiary qualifications or equivalent experience
- Demonstrate initiative and positive professional attitude with the desire to develop new skills
- Clear communication skills especially in documentation and liaison
- Demonstrate problem solving ability and be able to work independently
- Excellent business and technical analytical and trouble-shooting skills
- Excellent Microsoft office skills, especially excel
- Trading and derivatives knowledge or interest would be an advantage
- Prior knowledge of SQL or basic coding would also be an advantage

## What's On Offer

- Full time role
- Exciting fast-growth company and great working environment
- Opportunity to specialise in a major growth area in the financial markets
- Generous compensation package
- Work From Home

## Primary Duties

| Trade Reporting | |
|---|---|
| **Task** | **Description** |
| Data handling/ processing | <ul><li>Inspecting client data for any issues</li><li>Processing the client's data using tailored SQL scripts</li><li>Using SQL to investigate client data volume and changes</li></ul> |
| Troubleshooting | <ul><li>Finding solutions to problem as they arise</li><li>Identifying any issues in the client's data</li></ul> |
| Submitting data | <ul><li>Load data to relevant trade repositories</li></ul> |
| Process documentation | <ul><li>Follow documented procedures for each client</li><li>Update documentation with any new clients or changes in client process</li></ul> |
| Support | <ul><li>Follow up with clients who haven't submitted data or have incomplete data</li><li>Inform clients of rejected trades</li><li>Relay any relevant processing errors to developers that need code fixes</li></ul> |