

Reconciliations Analyst

Department: Business Operations
Reporting to: Reconciliations Manager

Since launching in 1989, CMC Markets has become one of the world's leading online CFD and financial spread betting providers, with nearly 23 million trades executed annually across Europe, Asia Pacific and North America.

CMC Markets' success is founded on its ability to deliver a wide range of trading products to customers, from single equities to indices, currencies and commodities. This means our clients don't need to go to a forex broker, futures broker or a commodities broker to trade these different instruments, they can trade them all through one trading platform. CMC Markets has pioneered the development of online trading in markets around the world to become a world leading spread betting and CFD provider.

ROLE AND RESPONSIBILITIES

- Ensure all CMC Markets' CFD and SB accounts are reconciled daily within our reconciliation system, matching items when required, adding full commentary to each outstanding item and following up with the relevant departments and banks to resolve all items as soon as possible.
- Prepare manual reconciliations for all bank accounts which are not incorporated within the reconciliation system and investigate differences, communicating with internal departments, external banks, or other data providers where necessary.
- Reconcile suspense accounts investigating any outstanding items working with payments globally to resolve items.
- Monitoring of all Treasury / Client segregated bookings, working with Business Operations, Liquidity Risk Management and Client Asset Management to resolve any discrepancies as soon as possible .
- Assist in the preparation of the weekly management reports and also the month end reconciliation pack.
- Complete and updating procedures for all manual recs and the reconciliation process.
- Assist in the implementation of new reconciliation system and processes where required,
- Ensure sufficient knowledge of all internal and external bank systems.
- Ensure a positive approach to challenge and provide open and honest feedback
- Maintain personal/professional development to meet the changing demands of the role, including all relevant regulatory and legislative training
- When dealing with all customers, clients or colleagues ensure that we provide a clear, fair and consistent high quality service that presents a professional and positive image of CMC Markets
- Take all reasonable steps to ensure appropriate confidentiality
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this role

KEY SKILLS AND EXPERIENCE**Essential:**

- Experience in bank reconciliations
- High level of attention to detail
- Ability to prioritise own workload
- Excellent oral and written communication
- Intermediate/advanced Excel knowledge

Desirable:

- Advanced Excel knowledge
- Experience of using Smartstream/TLM

CMC Markets is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

KEY OBJECTIVES/KPIS

- As per performance review

COMPETENCIES

- Communication
- Team Work
- Customer Focus
- Resilience & Adaptability
- Problem Solving

Job Holder Name: _____

Job Holder Signature: _____

Manager Name: _____

Manager Signature: _____