



## VACANCY ANNOUNCEMENT

POSITION TITLE: **Head of Back Office**

EXPERIENCE LEVEL: **Executive Director**

DURATION: **Long-term**

LOCATION: **Yerevan, Armenia**

### JOB RESPONSIBILITIES:

- oversee and perform transaction processing activities on a day-to-day basis;
- provide high-quality operational support services to the external and internal clients of the company across all activities (account servicing, asset management, trading, etc.);
- ensure that back office procedures and processes are in compliance with the legislation and regulations and are properly documented;
- coordinate with clearing/settlement agents to make sure trades are correctly entered and matched in the clearing system;
- ensure timely preparation of daily reconciliations and reports to the regulators;
- build and maintain contacts with clearing/settlement institutions and other external service providers to ensure high standard of services at all times;
- stay in touch with IT and technological teams and trading/settlement platform providers to ensure smooth operations and streamline the back office process workflow;
- follow up on trading/settlement processes to address and resolve any issues (e.g. unmatched/unsettled trades, etc.);
- submit reports to the management on a regular basis, in the format required.

### REQUIRED QUALIFICATIONS:

- 3+ years in brokerage or asset management;
- successful experience in implementing new operational systems;
- experience in working with Euroclear and Clearstream;
- excellent communication skills;
- fluency in English (Armenian, Russian will be considered an advantage).

APPLICATION PROCEDURES: If you possess the above listed qualifications, please send your CV to [armenbrok@armenbrok.com](mailto:armenbrok@armenbrok.com).

APPLICATION DEADLINE: 19 August 2022, applications will be considered on a rolling basis