



BACK OFFICE MANAGER

DUTIES

- The back office manager handles part or all of the transaction processing, from trade to accounting production, and thereby integrates all phases, including confirmation, validation and settlement/delivery.
- He/she specializes by activity and products: capital markets (treasury, foreign exchange, derivative products, structured products, securities, etc.), banking (payments, commitments), stock exchange transactions, electronic banking, factoring, asset management, etc.
- He/she oversees transaction processing, verifies the proper application of operating standards, procedures and departmental controls.
- He/she contributes to processing improvements in terms of speed, increased accounting volume, enhanced profitability and security.
- He/she strives to optimize procedures and upgrade IT applications.
- He/she is in continuous contact with the front office and clients.