

Maven

SECURITIES OPERATIONS GENERALIST

Maven is a proprietary trading company which engages in trading activities across cash equities & equity derivatives globally & market making activities in equity & fixed income derivatives on major European derivatives exchanges. Maven was established in 2011 and now has over eighty employees. The company trades primarily for its own account, but recently launched a hedge fund to offer some of its established strategies to external investors. It also opened a Hong Kong office in May 2016 which is expanding the business into new markets.

This is a full-time permanent role based in London and remuneration comprises of an annual base salary of £45K to £65K depending on experience plus a discretionary bonus.

ROLE SPECIFICATIONS

- Identification, investigation and resolution of errors, discrepancies & queries promptly to ensure timely settlements & the integrity & accuracy of the company's trading positions;
- Identification, implementation & management of process improvements, efficiency gains & tightened operational risk controls;
- Daily communication with prime brokers/clearers/fund administrators regarding cash movements, margining, trade bookings & corporate action processing;
- Ensuring operational processes are established or adapted to changing regulation or structure of financial markets & as the business trades new strategies & products;
- Work closely with traders, developers, I.T., finance and compliance to ensure the operations function runs smoothly and efficiently.

CANDIDATE SPECIFICATIONS

- Sound knowledge of financial markets & securities (particularly equities, futures, options & FX) & trade life cycles;
- Sound knowledge of standard procedures for the settlement of securities transactions across global markets;
- Demonstrable experience dealing with prime brokerages to settle trades and investigate breaks and transactions.
- Good knowledge of the European regulatory environment;
- Business communication skills & ability to present information clearly and concisely;
- Efficient & diligent with a strong attention to detail;
- Operational experience gained in another proprietary trading firm, prime broker, fund administrator or asset management firm;
- Experience using Microsoft Excel & VBA;
- Bachelor Degree with a minimum 2.1 grade or equivalent; &
- Chartered Institute for Securities & Investment (CISI) Level 3 Investment Operations Certificate or equivalent advantageous.

APPLICATION:

Please apply by sending through your CV to recruitment@mavensecurities.com