

# United Arab Emirates Jobs Expertini®

**Officer - WM Middle Office United Arab Emirates Posted on 10/03/2023 Trending**

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Company: Abu Dhabi Islamic Bank PJSC

Location: united arab emirates

Category: other-general

Role : Officer – Wealth Management Middle Office Location : Abu Dhabi

Role Purpose: Support the front line and coordinate with internal and external counterparties to ensure the efficient functioning of activities. Review and verify Client orders and ensure documents are submitted in adherence to the approved SOPs. Ensure client callbacks are conducted prior to execution. Maintain a record of sales volumes and revenues and provide reports/MIS as per agreed SLA. Support WMMO Manager implementing the effective controls, periodic RCSA reviews, Control testing and annual SOP reviews

Key Accountabilities of the role

Support relationship managers in investment activities.

Conduct a vigilant review of all investment orders submitted through the WM system such as Subscription, Redemption, payment freezing or unwinding, and ensure compliance approved SOPs.

Ensure client's risk profiles are matching to product risk rating.

Monitor and Conduct client call-back process for order / transaction confirmation.

Investigate and resolve/ escalate order execution related issues in a timely manner.

Ensure accurate review and error free entry of transaction in WM system.

Implement and maintain efficient processing procedures with counterparties ensuring zero operational loss.

Maintain a record of all executed order volumes, revenue, and payables

Prepare periodic reports (trades & call backs)

Propose process enhancements to develop and improve the business process and activities.

Ensure to meet daily deadlines.

Thorough knowledge of using IRIS and other systems to manage the subscription and redemptions of various products and their settlements

Responsible for extracting the client's portfolio statements through Wealth Management systems and counterparty systems.

Investigate client-related inquiries and provide solutions to solve the reported issues

Responsible for conducting weekly archive of the documents (originals client forms/ call-back sheets/ checklists)

Tracking of the original client forms as per agreed process.

Support WMMO manager in System enhancements, upgrades, UAT implementation

Backing up colleagues as per business requirement.

Specialist Skills / Technical Knowledge Required for this role:

Profound knowledge towards Investment products, preferably Mutual Funds, Saving Investment Plans, Structured notes, Private Equity Investments, Sukuk etc.

Advance Microsoft Office Skills, especially MS Excel

Effective communication, business/performance driven.

Ability to meet deadlines.

Keen attention to detail.

Effective team player

Only UAE Nationals are considered for this role.

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