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## **Goldman Sachs City Fellowship 2009/10**

### **FUND DERIVATIVES MIDDLE OFFICE – STRUCTURED DERIVATIVE OPERATIONS**

#### **Firm Overview:**

The Goldman Sachs Group, Inc. is a bank holding company and a leading global investment banking, securities and investment management firm. We provide a wide range of services worldwide to a substantial and diversified client base that includes corporations, financial investors, governments, non-profit organisations and high net worth individuals. In doing so, we bring together people, capital and ideas to make things happen for our clients.

#### **Business Unit Overview:**

The Fund Derivatives Middle Office (FDMO) is responsible for supporting both the Fund Derivatives Trading Desk in London and Fund Derivatives Structuring across the globe. FDMO is a relatively new department which has undergone rapid expansion in response to significant increases in trade volumes, complexity of new structures and growth of the Managed Account Platform.

Fund Derivatives Middle Office has a global mandate and coordinates with a large number of departments and is also responsible for building and maintaining relationships with external service providers to ensure the efficient and controlled processing of Fund Derivative business. The team plays a pivotal role from the inception of a new structure, right through to the settlement of the first issue and the subsequent maintenance of the expanding live portfolio.

#### **Responsibilities:**

- Support the Fund Derivatives Trading Desk and support Fund Derivatives Structuring
- Monitor and process fees, coupons and other interim cash flows
- Record issues and incidents relating and co-ordinate resolution
- Act as an intermediary and liaise with Trading, Structuring, Legal, Operations and external providers
- Assist with the development of both Tactical and Strategic IT solutions for Fund Derivatives processing
- Pro-actively look to enhance the levels of control, efficiency and performance within the department
- Process all new trades through both existing and new structures, from launch up to issue date

#### **Skills and Experience:**

- Confident when dealing with demanding business people and ability to work in a fast paced environment
- Excellent attention to detail and the capacity to keep track of a large and varied workload
- Proven track record of delivery and meeting deadlines both in day-to-day processing and projects
- Proactive approach to identify opportunities to streamline and automate processes
- A strong understanding of the control environment and a pro-active approach to minimizing operational risk
- A proven track record of improving processes, coordinating multiple tasks and strong teamwork
- Prior experience in processing Fund Derivatives, managed Accounts or performing a Fund Accountant role

