

On behalf of our client, a leading global bank, Randstad is currently seeking a motivated and detail-oriented Middle Office Analyst to join their dynamic team in the heart of Warsaw. This is an excellent opportunity to advance your career within a truly international environment where English is the primary language of communication.

If you have a keen eye for detail and a passion for finance, we encourage you to apply!

Middle Office Analyst

Nr ref.: 166/1/2026/PW/266376/jobs.pl Warszawa (mazowieckie)

What we offer

- An attractive salary based on your experience (details will be provided during a phone interview).
- B2B contract with the possibility of long-term cooperation.
- A flexible hybrid work model (50% from our modern office in central Warsaw, 50% remote).
- The opportunity to join a private medical care plan and a sports card program.
- The chance to work in a multicultural, prestigious, and professional environment.

Your tasks

- Perform Middle Office processes supporting investment funds' activity in the capital markets. Team's service includes confirmation and settlement of institutional clients' instructions, investigation and resolution of any inconsistencies across multiple platforms; Supporting clients' inquiries and providing transaction reporting and auxiliary activities.
- Foster strong working relationships with internal/external stakeholders, including Brokers, Custodians, Oversight teams, by demonstrating committed inclusion in relevant forums, projects, business developments.
- Ensure high quality of service delivered to the clients.
- Sending and monitoring the settlement/payment instructions to custodian banks.
- Active and independent searching for and implementation of new, better solutions among the given processes.
- Supporting co-workers in solving problems and assuring continuity of provided service.
- Take ownership over resolution of the unusual queries and issues reported by the client.
- Participation in business initiatives, client on-boarding and documenting new processes.
- Ensure all Team procedures and audit requirements are updated, completed and maintained across all Clients and processes.
- Ensure all issues / potential issues that could have negative impact on the performance and image of the department are escalated appropriately and in a timely manner.
- Assist Team Manager/Supervisor in all their duties as required.
- Be aware of operational risk and ensure process is compliant with regulations to minimize processing risk. Propose and implement new KRIs/controls to address/mitigate risk at team level.

What we expect

- A minimum of 2 years of experience in financial sector, including capital markets

- Advanced (C1) level of English, both written and spoken.
- Eligibility to live and work in Poland.
- Proficiency in MS Excel and experience with an ERP system.
- Excellent communication and interpersonal skills.
- Good organizational, time management and prioritization skills.
- University degree in finance/ banking would be beneficial.

Employment agency entry number 47

this job offer is intended for people over 18 years of age