Trade Support Reconciliation Analyst (12-Month Contract)

Requisition	R0000192715
Employer	Royal Bank of Canada
Canadian locations	Toronto (Ontario, Canada)
Primary address	600 QUEENS PLATE DR, TORONTO, ON M9W 0A4, Canada
Posted	November 13, 2026
Last day to apply	November 28, 2026
Posted deadline	November 29, 2026
Business area	Finance and Insurance
Employment status	Temporary
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

Please note that this is a 12-month term position

RBC Fixed Income Derivatives Group Capital Markets is seeking to hire a Trade Support Reconciliation Analyst to support Toronto's rate reconciliation activities with FX options.

The primary responsibility of the holder is to make a daily reconciliation of positions and positions between our main trading system (Murex) and our sub-scheme system to ensure accurate reporting of transactions related to the fixed income and FX derivatives options.

Responsibilities

Daily Reconciliation

- Carry out a daily reconciliation of species and stations between Murex systems and sub-breeders systems with a high degree of accuracy.
- Investigate and resolve timely reconciliation gaps and gaps, ensuring that all issues are documented and that they are appropriately multiplied.
- Review and verify the general ledger entries and Nostro account balances to ensure that all transactions are properly recorded.
- Monitor reconciliation reports to identify control problems, failures and deficiencies and implement corrective measures quickly.
- Ensure that all reconciliations are completed within the prescribed time frame, with appropriate documentation and approvals.
- Liaise with Front Office, product control, IT and accounting teams to effectively resolve disruptions and variances.
- Take a proactive approach to monitor the accuracy of daily reconciliation reports.

Process Improvement and Documentation

- Actively identify opportunities for process improvement, automation and improved efficiency of reconciliation processes.
- Help with ensuring that process manuals and documentation are kept up to date.
- Participate in cross-training initiatives and provide support to other outlets when needed.
- Help with conducting planned internal and external audits.

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Qualifications

Requirements

- Strong Excel skills, including advanced formulas, pivot tables, VLOOKUP/XLOOKUP, etc.
- 2+ years of relevant experience in the area of reconciliation in a financial services environment, preferably in capital markets or trading operations.
- High precision and attention to detail with strong analysis and problem solving capabilities.
- Ability to work efficiently and reliably under pressure in a fast-paced environment with minimal supervision.
- Strong organizational and interpersonal skills with excellent verbal and written communication skills.
- Team player who can collaborate effectively across several functions and geography.

Assets

- Understanding of accounting principles and experience in reconciling the general ledger and Nostro accounts.
- Experience/practical knowledge of derivatives rates (interest rate swaps, foreign exchange swaps, futures interest rate agreements) and related processing procedures.
- Knowledge of trading and risk management systems such as Murex or similar platforms.
- Knowledge of sub-registries accounting systems and end-of-month closing processes.
- Other technical skills such as Python, VBA, SQL, or other automation tools.

Pay and benefits

RBC teams aim to grow by working together, thinking ahead and giving dependable advice that helps clients and communities prosper. They support one another, develop their potential and strive for outcomes that benefit the communities they serve as well as the bank.

- A Comprehensive Rewards Program
- Managers who coach employees and help them find opportunities to develop.
- Join a collaborative team that works at a high standard and looks for new ways to improve.
- Opportunities to do challenging work
- Flexible work/life balance options

Job Skills

RBC accepts applications until 11:59 p.m. on the day before the posted deadline.

Our Employment Opportunities

RBC works as One RBC and follows five shared values: putting clients first, integrity, collaboration, respect and excellence. As one of the world’s largest and most successful banks, it sees inclusion and different perspectives as important to continued growth. RBC supports staff in doing their best work, working together, innovating and developing professionally. Its policies and programs foster respect, belonging and opportunities for everyone to create value for clients and communities.

Talent community

People who join RBC’s talent community can receive new postings, career advice and recruitment event updates tailored to their interests.

RBC’s careers portal shares information about career paths and how its teams contribute to client and community well-being.

RBC is accepting applications for an existing vacancy. Qualified applicants may hear from the recruitment team for a more detailed review of their résumé.

Search for requisition R0000192715 on the RBC careers portal.

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