



# TRADING HUB

## **TradingHub Group Limited**

### **Role: RFP and Documentation Specialist**

TradingHub is a rapidly expanding Financial Services Technology (FinTech) company. Recently the firm was given an award in recognition for our contribution to trade and investment by the Department for International Trade and the UK Board of Trade.

We build cutting edge, AI-assisted, trade analysis software for our clients which consist of banks, hedge funds, asset managers, and other financial services institutions. Our products are used by these organisations to detect financial crime and enhance business performance based on client's day to day trading data. These products include:

- Best execution analysis
- Trader performance profiling and enhancement
- Insider trading and market abuse detection
- Rogue trader detection

Our products are market leading in each category:

- Advanced analytics and machine learning algorithms allow us to perform statistically rigorous analysis on all asset classes in a unique way.
- We use in-house programming languages, optimised for fast and complex analysis of large trade volumes.
- All our tools have an intuitive user interface (built using in-house programming languages) that make it very easy for our clients to access our analysis.

### **Role Responsibilities:**

- Creating and maintaining client facing documentation such as user guides for the different tools.
- Creating and maintaining technical documentation such as metrics guides, systems architecture docs etc.
- Creating and maintaining internal documentation such as guides to development processes.
- Ad hoc writing tasks such as writing web copy, presentations and surveys.
- Completing long form client questionnaires (RFPs) covering all manner of technical subjects such as systems architecture, encryption, data analytics etc.
- Responding to general client queries that are technical in nature.
- Creating and editing video content for instructional and internal purposes
- Working with the Graphic Designer to create and publish external company resources

**Skills Requirements:**

- Demonstrable RFP/Documentation experience, holding in a similar position within an IT/FinTech/Digital Media sector.
- It would be advantageous if you had previous exposure to coding languages (e.g. SQL or C#)
- Degree-qualified in a relevant field
- Exceptional verbal and written communication skills, proven ability to work efficiently.
- Excellent writing and editing skills, including experience in tailoring content to directly answer individual client needs and questions.
- Microsoft office skills
- Ability to use the full Adobe suite (including InDesign, Photoshop, Premiere)
- Experience with video editing and/or audio recording
- Previous experience with graphic design

**How to apply:**

If this is of interest to you please send a covering letter and a cv to [careers@tradinghub.com](mailto:careers@tradinghub.com).

TradingHub is committed to providing equal opportunities and supporting diversity in employment. Diverse teams really are the best teams.

Position: RFP & Documentation Specialist

Salary: Competitive

Location: EC2A 2EW