

Financial market operations

Technician in financial market operations with Federal Diploma FMT
Expert in financial market operations with Advanced Federal Diploma FMO



AZEK training centre for professionals in finance

About us

Profile

- Training programs for financial professionals in financial analysis, wealth management and financial market operations.
- National and international diplomas at different graduation levels.
- Our lecturers are highly qualified and experienced experts.
- Tailormade solutions for corporates.

Mission statement

- We contribute to the standing of the Swiss financial sector by offering a set of high quality training programs to cover the specific needs of both the financial professionals and their employers.
- We offer different platforms to strengthen the network and continuous professional development of the diploma holders.
- Quality is key to us: We take particular care in choosing our lecturers and in the elaboration of our study material.

Our training programs

Available both within Switzerland and internationally, we offer demanding training programs with a strong practical orientation in financial analysis, wealth management and financial market operations.

Strong reasons for choosing AZEK

- Combination of comprehensive theoretical foundation and strong practical orientation.
- All programs can be followed in distance-learning format.
- Specific program study material is developed and regularly updated, in particular with regard to the new regulatory requirements.
- Wide range of continuing training opportunities, covering current financial market topics with a focus on wealth management, financial instruments, regulation and taxes.
- Students are entitled to reclaim 50% of the training expenses from the Swiss Confederation.

SFAA

The Swiss Financial Analysts Association SFAA as the parent company of the AZEK training centre is the organization that the Swiss Confederation has recognized as the examining and awarding body in relation to the Diplomas.

The AZEK study programs in financial market operations

The continuous development of increasingly sophisticated financial products and new regulatory requirements have increased the complexity of financial market operations. Outsourcing of operational services have generated the need to build specific financial market competence. The AZEK's high quality training programs cover the knowledge needed by operations specialists. The core knowledge program is completed by the Federal Diploma for technician in financial market operations FMT and the advanced program by the Advanced Federal Diploma for expert in financial market operations FMO.

Program for technician in financial market operations with Federal Diploma (FMT)

The study program covers the basic knowledge required by operations professionals, namely the post trade functions related to financial instruments and the market infrastructures.

Target audience

The program is aimed at operations professionals in middle and back office, accounting, internal and external audit, risk management/control and IT in banks, insurance companies, with outsourcing partners or providers of IT services.

Content

Role and organization of the financial institutes

- Organization of capital markets and financial institutions
- Practicing as a provider of financial services

Trade and post-trade functions

- Dealing
- Billing
- Stamp tax
- Clearing and settlement
- Reconciliation

Custodian activities

- Asset servicing
- Payment function
- Accounting
- Corporate actions
- Performance reporting
- Securities lending and borrowing
- Repo and reverse repo
- Collateral Management
- Financial Messaging Systems
- Swiss withholding tax, Tax recovery process
- FATCA

Financial instruments

- Money market instruments
- Bonds
- Equity
- Forwards
- Futures
- Options
- Funds
- Structured products

Admission

The program is conceived as in-service training. The diplomas are only issued if the number of years of professional experience, shown below, has been satisfied:

Apprenticeship/Swiss Matura	3 years
Degree University of sciences	2 years
University degree	1 year

Format

Classroom teaching or distance-learning

Teaching: 6-8 lessons twice per week, starting at 16.30

Start and Duration

Start in February (distance-learning any time)

Duration is approximately 5 months. The study time is 280-380 hours, depending on the students' previous knowledge and corresponding to around 16 hours per week. In the classroom teaching format, around 80 hours of the total effort are teaching lessons.

Examination

Format	2 multiple-choice and open questions exams
Dates	June, November

Certification

Federal Diploma for technician in financial market operations (FMT)

«The program provided me a comprehensive understanding and detailed knowledge of the post trading activities related to the financial instruments used.»

Venues

In-class teaching	Zurich, Geneva
Examination	Zurich, Geneva

Languages

In-class teaching	German (Zurich), French (Geneva)
Study material	English
Examination	German, French, English, Italian

Costs

In class teaching	CHF 5'400
Distance-learning	CHF 4'600
Examination costs	CHF 1'300

Students are entitled to reclaim 50% of the training expenses from the Swiss Confederation (conditions see www.seri.admin.ch). The examination costs of CHF 1'300 are not subject to the refund.

Optional preparatory courses

Accounting (CHF 480) and mathematics (CHF 1'090) in Dec/Jan, recommended for candidates without thorough previous knowledge, offered in classroom teaching only.

Expert in financial market operations with Advanced Federal Diploma (FMO)

The study program provides comprehensive knowledge about post trade functions related to financial instruments and market infrastructures, aiming at improving communication within organizations, understanding and managing risks and efficiently introduce new instruments and services. It qualifies the students for executive positions in their field.

Target audience

The program is aimed at operations professionals in executive positions in middle and back office, accounting, internal and external audit, risk management/control, project management, change management and IT in banks, insurance companies, with outsourcing partners or providers of IT services.

Content

Operations processes in relation to financial instruments

- Money market instruments
- Foreign exchange transactions (spot, forward, swap)
- Equity
- Bonds
- Derivatives
- Structured products

Mutual and hedge funds

- Investment strategies
- Legal framework
- Role and responsibilities of the actors
- Taxation of mutual funds
- Principles of accounting of mutual funds
- Custodian activities
- Compliance and controlling
- Risk management
- Subscription and redemption

Management of Operations

- Project, change and risk management
- Infrastructure, systems and IT
- Management of operational risks
- Environmental Social Governance (ESG)

Admission

Admission with the Federal Diploma for technician in financial market operations or an equivalent Diploma.

The program is conceived as in-service training. The diplomas are only issued if the number of years of professional experience, shown below, has been satisfied:

Apprenticeship/Swiss Matura	5 years
Degree University of sciences	3 years
University degree	2 years

Format

Distance-learning

Start and duration

Start any time, duration approximately 6 months

The time necessary to complete the program is 300-400 hours, depending on the students' previous knowledge, corresponding to around 16 hours per week.

Examination

Format	3 open question exams (open book)
Date	March

Certification

Advanced Federal Diploma for expert in financial market operations (FMO)

«The program provided me a thorough understanding and knowledge of operations activities from trade via accounting and post trade to mutual funds and system infrastructure. »

Venues

Examination	Interlaken
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Languages

Study material	English
Examination	German, French, English, Italian

Costs

Course	CHF 4'600
Examination costs	CHF 1'600

Students are entitled to reclaim 50% of the training expenses from the Swiss Confederation (conditions see www.seri.admin.ch). The examination costs of CHF 1'600 are not subject to the refund.

Optional preparatory courses

Accounting (CHF 480) and mathematics (CHF 1'090) in Dec/Jan, recommended for candidates without thorough previous knowledge, offered in classroom teaching only.

Lecturers of the AZEK study programs

Albisetti Alessandro, Banque Pictet
Altorfer Christian, responsAbility Investments
Dr. Beiner Nicole, NB RiskControl
Berclaz Geneviève, BE&C - Berclaz Ethics & Compliance
Prof. Dr. Berrada Tony, Université de Genève
Me Bétrisey Frédéric, Bär & Karrer
Dr. Biedermann Dominique
Bion Jérôme, Banque Lombard Odier
Dr. Blanco José Antonio, Swiss Life
Bonnaz Thierry
Braun Johanna, Universität Zürich
Braunschweig Stefan, Credit Suisse
Brügger Fabien, Banque Cantonale Vaudoise
Prof. Dr. Chaieb Ines, Université de Genève
Prof. Costanzo Antonio Gabriele, Centro di Studi Bancari
Dr. Courvoisier Matthias, Baker & McKenzie
de Rosa Salvatore, Eri Bancaire
Dr. Donegani Michel, Prismoinvest
Prof. Dr. Dumont Pierre-André
RA Dürst Jennifer, Staiger Rechtsanwälte
Fasler Claude, Banque Lombard Odier
Fischer Philipp, OBERSON ABELS SA
Frei Pascal, PPCmetrics
Fusetti Alfredo, PPCmetrics
Prof. Dr. Gaspardo Nello
Haas Robert
Prof. Dr. Hens Thorsten, Universität Zürich
Prof. Dr. Hoesli Martin, Université de Genève
Hofer Stéphane, inCompliance SA
Dr. Illmer Stefan, Illmer Investment Performance Consulting
Dr. Jacobs Andreas, AZEK
Jaeger Daniel, BRP Bizzozero & Partners
Prof. Dr. Kaas Leo, Goethe Universität Frankfurt
Kanaah Abdul, Etude de Mes Jeandin & Defacqz
Klein Fritz Thomas
Dr. iur. Kratz-Ulmer Aline, Hubatka Müller Vetter Rechtsanwälte
Kurath Roland, Merkpunkt
Kurmman Benjamin, BRP Bizzozero & Partners
Lacraz Thierry, Banque Pictet
Lattmann Laurent, Tax Partner
Lawson Tom, Tax Partner
Dr. Lhabitant François-Serge, Kedge Capital
Dr. Liechti Diego, Nest Sammelstiftung
Maillard Sophie, BRP Bizzozero & Partners
Dr. Maraia Jean-Frédéric, Schellenberg Wittmer
Mentha Yvar, BRP Bizzozero & Partners
Me Merhai Joseph, BianchiSchwald SARL
Métral Olivier, Credit Suisse
Moulet Nicolas, Cité Gestion
Dr. Nicolodi René, Zürcher Kantonalbank
Prof. Dr. Olarreaga Marcelo, Université de Genève
Orelli Stefano, SUPSI
Prof. Dr. Passardi Marco, Institut für Finanzdienstleistungen
Zug IFZ, Hochschule Luzern
Pedrini Maurizio, Zürcher Kantonalbank
Dr. Perrin Julien, LPPV avocats
Dr. Puhan Tatjana Xenia, TOBAM
Prof. Dr. Raffournier Bernard, Université de Genève
Prof. Dr. Scognamiglio Donato, IAZI
Prof. Dr. Sieber René, Université de Genève
Stahl Eric, Banque Lombard Odier
Stiffler Paul, Swisscom (Schweiz) AG
Dr. Tuchschnid Nils, Haute école de gestion Fribourg
Prof. Dr. Valta Philip, Universität Bern
Vialis Nicolas, Trillium
Dr. Vlcek Martin, Banque Cantonale Vaudoise
Dr. von Ah Roman, Swiss Rock Asset Management
von Burg Ueli, Zürcher Kantonalbank
von Türk Myers Claudia, Banque Lombard Odier
RA Wiesendanger Désirée, Staiger Rechtsanwälte
Dr. Wilding Benjamin, Universität Zürich
Dr. Zweifel Patrick, Banque Pictet

Testimonials



« In 2012, I joined the FMO study program in Geneva with the support of my employer. The program provided me with knowledge that I could not have acquired elsewhere. My lecturers were renowned experts with profound knowledge in their field. The program content is unique and the FMO is the only higher certification available in banking operations. Thanks to my effort and pleasure for learning, I achieved the best score of my class. This success opened up many doors for me; only six months after graduation I have been promoted to associate director. »

Jérôme Bion, Bank Lombard Odier



«The FMO program provided me with a thorough understanding and detailed knowledge of operations activities in relation to the financial instruments used. The expert lecturers supported me in getting a comprehensive overview, from dealing and accounting to mutual funds and technical systems in a relatively short time. In addition, the practice-oriented study material facilitated the understanding of the main processes in financial market operations, taking into account the different players, systems and risks involved. The acquired competences allow me to enhance the management of bank infrastructure projects and risk management systems. I continue to regularly use the electronic study material for reference. »

Pascal Glardon, Banque Lombard Odier



« As a consultant, I often work in bank projects at the interface between IT and business. The FMO training program has turned out to be the ideal complement to my studies in computer science. It provided me with a comprehensive understanding especially of the business side. In addition, I can integrate my project work better in the overall context of the bank. The program offers a good mix of classroom teaching and self-study. The experienced lecturers' lessons are complemented by high-quality study material specifically prepared for the program (ideal also for later reference). »

Antonia Schmidig, bmp

Who do our graduates work for?

Aargauische Kantonalbank ■ ABB ■ ABN AMRO ■ AIG ■ Allianz Suisse ■ Avaloq ■ AXA Winterthur ■ Bank CIC ■ Bank Coop ■ Bank J. Safra Sarasin ■ Bank Julius Bär ■ Bank Leumi ■ Bank Lombard Odier & Cie ■ Bank Syz & Co ■ Bank Vontobel ■ Barclays Bank ■ Basellandschaftliche Kantonalbank ■ Basler Kantonalbank ■ Basler Versicherungen ■ Berner Kantonalbank ■ BMPI ■ BNP Paribas ■ BS ■ BZ Bank ■ Centro di Studi Bancari ■ Citibank ■ Commerzbank ■ Cornèr Banca ■ Coutts & Co ■ Crédit Agricole ■ Credit Suisse ■ Deutsche Bank ■ Dreyfus Söhne & Cie ■ DZ Privatbank ■ EFG Bank ■ Eidg. Bankenkommission ■ Eidg. Finanzdepartement ■ Ernst & Young ■ Falcon Private Bank ■ Freiburger Kantonalbank ■ GE Money Bank ■ Generali ■ Genfer Kantonalbank ■ Goldman Sachs ■ Graubündner Kantonalbank ■ Groupe Mutuel ■ Helvetia ■ Holcim ■ Hottinger & Cie ■ HSBC ■ JP Morgan ■ Jyske Bank ■ KBL ■ KPMG ■ LGT Bank in Liechtenstein ■ Liechtensteinische Landesbank ■ Luzerner Kantonalbank ■ McKinsey ■ Migros Bank ■ Milesi Asset Management ■ Mirabaud & Cie ■ Mizuho Bank ■ Morgan Stanley ■ Neue Aargauer Bank ■ Nordea ■ Notenstein Private Bank ■ Pensionskasse SBB ■ Pictet & Cie ■ Pricewaterhouse Coopers ■ Privatbank Edmond de Rothschild ■ Rahn & Bodmer ■ Raiffeisen ■ Royal Bank of Canada ■ Saxo Bank ■ Schaffhauser Kantonalbank ■ Schroder & Co. ■ Schweizerische Mobiliar Versicherungs-gesellschaft ■ Schweizerische Nationalbank ■ Schweizerische National Versicherung ■ Schwyzer Kantonalbank ■ SIX Swiss Exchange ■ St. Galler Kantonalbank ■ Swisssanto ■ Swiss & Global Asset Management ■ Swiss Life ■ Swissquote Bank ■ Swiss Re ■ Thomson Reuters ■ Thurgauer Kantonalbank ■ UBS ■ Union Bancaire Privée ■ Urner Kantonalbank ■ Valiant Bank ■ Vaudoise ■ Visana ■ VP Bank ■ VZ Vermögenszentrum ■ Waadtländer Kantonalbank ■ Walliser Kantonalbank ■ Zuger Kantonalbank ■ Zürcher Kantonalbank ■ Zurich Financial Services

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