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# Example of Analyst, Settlements Job Description

Our innovative and growing company is searching for experienced candidates for the position of analyst, settlements. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, settlements

* Perform direct client settlements and client servicing with internal / external clients and local custodians - PB & GCAS
* Perform oversight of Emerging Asia settlement functions (fails, mismatches and breaks) in BACI
* Perform Taiwan settlements
* Perform reconciliation of stock and cash accounts
* Produce ad hoc management reporting to Finance / Management
* Participate in UATs and initiatives
* Manage priority client services for agency flow and support the desk
* Assist in supervising the day-to-day activities of operations assistants in the processing and settlement of various capital markets products
* Conduct and execute secondary level of processing and identify and resolve problems arising therein
* Provide management with information on unusual booking and settlement matters

## Qualifications for analyst, settlements

* In depth knowledge and experience of the foreign settlement processes
* In depth knowledge and experience with Broadridge BPS, ICI, Microsoft Excel, Word and Outlook, Euroclear, Clearstream, and Bank of New York settlement systems
* General understanding of how trades are executed and settled on foreign markets
* The daily forecasting of cash requirements on pending trades and projecting balance adjustments
* Knowledge of managing Nostro account balances
* In depth knowledge and experience in managing the failed trade report and follow up towards final settlement