Downloaded from <https://www.velvetjobs.com/job-descriptions/analyst-settlements>

# Example of Analyst, Settlements Job Description

Our innovative and growing company is looking to fill the role of analyst, settlements. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for analyst, settlements

* Deal with member/customer queries and assist them in their use of the clearing systems
* Provide support for the processing of all day to day clearing operational activities
* Affirm OTC derivative trade confirmations
* Demonstrate technical acumen and accuracy by ensuring you understand the economics of the trade and verify the accuracy in the firm’s booking systems
* Mitigate risk through maintaining accuracy and procedural conformity
* Assist in the resolution of any exceptions that may arise in a timely manner
* Design and initiate process improvements with thorough understanding the lifecycle of the trade and confirmations platforms
* Act as a Client Relationship Manager, partner with the Sales and Trading desks to offer best in class client service
* To ensure all trades from GLOSS are sent to the relevant custodian, matched and settled within normal market conventions
* Research and resolution of un-matched or failed transcations

## Qualifications for analyst, settlements

* Team player with positive attitude, willing to work under pressure
* Knowledge of commodities products or Investment bank
* Ability to process high volumes of transactions
* Ability to work under pressure with currency cut offs
* Knowledge of payment formatting (MT103 / MT202) would be an advantage
* Experienced in operations change management, or technology business project management