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# Example of Corporate Actions Analyst Job Description

Our company is hiring for a corporate actions analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for corporate actions analyst

* Analysis of business requirements and priority setting for the creation of an effective, capable and suitable Global Corporate Actions processing solution
* Maintain corporate action information in internal systems and impact related booking systems accordingly
* Follow up withholding tax on dividend and corporate event
* Monitor the announcement on index change
* Update the index composition in MDS and calculate forward impact
* Analyze /follow-up the index reshuffles and methodology change, anticipate and search the information, communicate quickly the information to trading and calculate the impact
* Manage instruction and settlement process for corporate events and dividends
* Perform dividends or corporate action related reconciliations between systems
* Participate to local and global projects related to process improvements and / or systems migrations
* Support traders for all issues related to the CAI areas and if not provide timely responses to internal clients

## Qualifications for corporate actions analyst

* Bachelor's Degree in Finance/Economics or relevant background
* 1-2 years of working experience, with preference in the financial industry
* Adaptable to changes and works well in a fast-paced working environment, with proven initiative as a self-starter and ownership of independent projects
* Excellent understanding of Corporate Action principles
* Review and analyze the Firm?s stock record for each impacted issue (cusip driven)
* Facilitate the mandatory event with the Firm?s contra-parties for all open transactions