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# Example of Corporate Actions Analyst Job Description

Our company is looking for a corporate actions analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for corporate actions analyst

* Support product management function for voluntary corporate actions outsourced service model including documenting business requirements, test plans, procedures and controls – to help generate revenue and build market share for the SS&C voluntary corporate action outsourced services business
* Communicates corporate action information internal and external auditors interested parties within the organization, such as the fund accounting, tax and reporting staff
* Provides technical knowledge and expertise in processing of corporate actions, dividends, and Class Action filings
* Processing all corporate action events in the internal accounting system
* Update SOP and participate in UAT and system enhancement related to area of work
* Provide support and ad-hoc assignment for team
* Communicating with relevant departments for resolution of data inconsistencies
* Asset Services broker dealer support, all components of equities mandatory and voluntary processing of corporate action events and reconciliations
* Ability to validate corporate action information for inaccuracies vs
* Experience in stock loan/borrow activity with respect to passing liabilites

## Qualifications for corporate actions analyst

* Ability to work on a personal computer and telephone 8 hrs/day
* Able to challenge the norm, have original opinions that move discussions forward, and act with tenacity and determination
* 1 year of industry experience is preferred
* To ensure all SLAB entitlements are booked in Alaris on pay date
* Review all stock breaks assigned to CA and provide an explanation / estimated date of clearance
* To manage static data