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# Example of Corporate Actions Job Description

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

## Responsibilities for corporate actions

* Validate and calculate complex corporate actions
* Planning, parametrisation and maintenance of Corporate Actions Rule Set
* Clear ledger receivables / payables upon receipt or payment of funds
* Reconcile and resolve exceptions
* Candidates must also vast a vast knowledge of overall asset services and overall operations to determine the impact of a voluntary event across multiple businesses
* Assist with identifying and research variances in multiple internal clearing accounts and bank reconciliation reports while working with custodians and other broker dealers to resolve differences
* Review of processing entitlement transactions
* This person will be responsible for the day-to-day management of a staff of ~6 custody associates
* Support and complete client inquiries and requests
* Reviews reconciliations of client holdings versus agent holdings to ensure accurate corporate action transaction processing

## Qualifications for corporate actions

* Ability to read a Prospectus and extract key Voluntary processing information
* Ability to read stock record and trading activity and identify accounts eligible to participate and short account subject to liability
* Detailed knowledge of the ADP processing platform
* Knowledge of CNS Voluntary Reorganization system and process
* Knowledge of U.S. , Canada, LATAM and EMEA markets
* In-Depth knowledge of DTCC settlement systems, and methods