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# Example of Custody Operations Job Description

Our company is growing rapidly and is hiring for a custody operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for custody operations

* Participate in monthly client ops meeting to ensure client receive ECE
* Closely work with Client Design and Transitions to ensure to ensure new fund requirements are met in the event of fund launch
* Maintain KPI
* Processing orders obtained from designated brokers via fax using Mpower platform
* Reconcile unit holder capital stock, cash and security holdings and investigate and clear all outstanding issues in a timely manner
* Investigate, document and escalate issues/events
* Minimize errors by ensuring established standards, policies and procedures are adhered to
* Maintain log of items outstanding
* Liaise with external custodians/3rd parties for the accurate and timely settlement of orders
* Enhance productivity and build effective relationships with other departments

## Qualifications for custody operations

* Advanced ability to organize and multi-task in a fast-paced/deadline driven environment
* Good understanding of Settlement process
* Exposure to equity & fixed income products and / or prior settlements experience
* Liaising with clearing agents on a daily basis and ensuring that all trades settles on intended settlement date
* Working with trading, sales, compliance and other ops areas to resolve problems with the settlement process
* Monitor & resolve daily break reports from Global Control, Treasury and other Operations areas