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# Example of Settlements Analyst Job Description

Our growing company is hiring for a settlements analyst. 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 settlements analyst

* Reconciliation of cash positions and stock record between custodian/clearing agents/banks vs
* Participate in enhancement projects
* Demonstrate technical acumen and accuracy ensuring confirmations utilise the appropriate ISDA Definitions, Supplements and MCAs
* Mitigate risk through maintaining accuracy and consistency around termsheets, risk bookings and confirmations
* Proactively partner with internal groups (sales, trading, compliance) to execute confirmations
* Design and initiate process improvements with thorough understanding of template architecture
* Partner with the Legal Department to agree upon appropriate templates for new structures
* Process Improvements – Champion reengineering programs with the goal of increasing efficiencies globally
* Perform Risk Control Self Assessments, support Vendor Management and lead various risk initiatives
* Participate in enhancement projects with Technology and other Operations colleagues, with an aim to improving scalability and efficiency of the confirmation process

## Qualifications for settlements analyst

* Use language that is specific, measurable (with numbers or observable criteria), and time-bound
* Trade processing and confirmation
* Margin asset servicing
* Working to tight market deadlines
* Support Japan market hours
* Provide operational support to the Asian, London & New York based traders