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# Example of Settlements Analyst Job Description

Our growing company is looking to fill the role of 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

* Showcase your attention to detail
* Use your inquisitive mindset to identify control weaknesses and areas to improve efficiencies within the settlement lifecycle
* Reporting failed trades
* Reconciling trade flow between CRD and VPM
* Setting up new accounts and brokers on the confirmation and clearing systems
* Matching and confirming trades
* Initiating wires for settlement
* Confirming interest payments
* Reconciling cash and positions post settlement
* Monitor the effectiveness of the expiration and delivery process, to ensure timely and accurate publication of information to Members

## Qualifications for settlements analyst

* Strong focus on risk and controls
* Flexible attitude to hours
* Good service/client orientation
* University graduate with at least 1 years of relevant professional experience
* Familiar with local system/practices including CCASS operations
* Excellent communication skills in both written and spoken English and Chinese, is a must