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# Example of Trade Settlement Job Description

Our innovative and growing company is hiring for a trade settlement. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for trade settlement

* Supervise, coach, motivate and evaluate performance of staff members and resolve employee issues in accordance with company policies
* Provide effective training and development for staff members to perform job duties
* Ensure proper auditing of all broker managed trade payments
* Ensure Non-Brokered payments and deductions are processed accurately and timely
* Facilitate proper handling of escalations and address root cause and training opportunities
* Analyze trade deduction account balances and report any financial impact and investigate any major changes in the balances and, if detected, determine root cause
* Ensure timely identification and resolution of system feed issues that may impact broker efficiency
* Collaborate and build strong relationships with Minute Maid sales, finance, and Acosta stakeholders to identify and implement process improvements and efficiencies
* Operate within the defined ORM framework and ensure all internal operating procedures comply with the Bank’s policies and guidelines
* Responsible to update and keep SOPs current

## Qualifications for trade settlement

* Strong communications and interpersonal skills for effective communication with business partners, colleagues and customers
* Able and willing to work on all Singapore Public Holidays
* Able and willing to work on shifts
* Minimum experience in various operation functions which includes processing, reconciliation, settlements etc
* Open to fresh graduates with positive attitude and keenness to learn
* Regular review of internal processes to identify opportunities to streamline and improve the ‘as-is’ processes