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# Example of Trade Settlement Job Description

Our innovative and growing company is looking for a trade settlement. 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 trade settlement

* Reads and interprets complex trust and other legal documents in order to identify administrative requirements and responsibilities
* Supports the account maintenance and modifications resulting from document amendments and supplements ongoing deal administration changes
* This position will support all CMES debt products
* Prepare / Repair trade instructions in NCS-v11
* Ensure SGX trades, CDP and SGS bonds are duly pre-matched and settled accordingly
* Timely reporting of settlement issues to ensure minimal failed trade
* Liaising with counterparties on trade issues
* Providing support to CSMs and other departments
* FX processing and trade funding
* Raise accounting entries

## Qualifications for trade settlement

* Personal computing experience and expertise with Word, Access and Power Point
* Must be willing to work independently in a team environment
* Bachelor’s degree with a minimum of four years of professional experience
* Knowledge of financial products, whether academically or professionally acquired
* High level of discretion and awareness of accountability
* Comprehension of industry agenda and platforms (e.g., DTC, SWIFT, DTCC)