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# Example of Trade Settlement Job Description

Our company is looking to fill the role of trade settlement. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for trade settlement

* Cash Upfront Post Trade Settlement and Cash balancing
* Giro returned file upload for Post Trade Settlement and Giro balancing
* Processing of Client’s Netoff Request
* Client’s Soft Commission and invoice payment
* Day End completeness check and balancing between LN Request and iBoker updates for Fund Withdrawal and Conversion
* Take on project task and initiatives, partnership with stake holders for implementation
* Adhoc task assigned from time to time
* Monitoring & follow up Investigates and resolve trade errors and ensure all Equity trades are settled effectively and on time
* Ensure proper escalation of issues and that approvals are obtained for any exceptional processing
* Carry out all the necessary reconciliations related to Equity trades

## Qualifications for trade settlement

* Efficient, accurate, self-employed, solution oriented way of working
* 2+ years of work experience in Operations, Finance, or related field
* Strong focus on risks, controls, and attention to detail
* Ability to work quickly and accurately under pressure to meet intraday deadlines
* Ability to work proactively with all levels including PWM Teams and internal and external portfolio managers
* 2-3 yrs of securities settlement experience