



# Example of Asset Servicing Analyst Job Description

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Our innovative and growing company is hiring for an asset servicing analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for asset servicing analyst

- Interact and build strong partnerships with multiple stakeholders across the Global Asset Servicing team
  - Learn how settlements, trade management, funding, inventory, tax operations, stock loan & treasury all affect an Asset Servicing event
  - Gain a strong sense of risk management & prioritization while managing day to day tasks
  - Work with controllers, the desk, agents to ensure quality of data and accurate processing
  - Contribute towards multiple continuous improvement initiatives and learn about the latest technology tools
  - Knowledge of investment and asset administration oversight and control, pricing, dealing
  - Risk management focus – the team support a technical business with market deadlines where impact of error can be financial and/or reputational – you will be responsible for oversight and execution of control effectiveness and performance within your team and will be expected to contribute to the wider function's overall control framework
  - Analyze and interpret corporate action
  - Perform daily proxy voting functions including review of proxy notifications, vote execution, reporting, and communication
  - Assist service provider in communication and escalation particularly around voluntary corporate actions
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- A College or University degree but is not mandatory, or some relevant work experience is preferred
- Knowledge of the System Topology and Flow of Information would be considered as an advantage
- Strong functional leadership with proven delivery track record
- Should be an authority on Securities Processing across Custody, Broker-Dealer and Prime specifically in the Asset Servicing and related areas
- Track record of providing leadership in defining architectural models
- Effective in senior management communication and presentation skills