



Example of Cash Equity Job Description

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Our company is looking to fill the role of cash equity. 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 cash equity

- Standing instructions verification check
- Funding for the relevant account
- Management Reporting, generation of settled/failed/commitment reports
- Reconciliation of position and cash balance
- Supervision of Month End OOB closure process
- Inquire settlement queries to related departments/branch offices
- Liaison with Client Services of Tokyo, HK, London and New York
- Corresponding and liaison with custodian on various issues throughout the settlement process, including details of payment, instructions on value date, settlement instructions
- Provide first level support for all front office and middle office systems
- Coordinate testing with QA team

Qualifications for cash equity

- Back up Manager when required
- Through knowledge and experience in Cash Equities product and process
- Understand Stock Exchange regulations
- Master Degree from university is preferred
- PC skills and able to use advance excel function is required
- Front office support experience within regional exposure