



Example of Corporate Actions Job Description

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Our company is growing rapidly and is looking to fill the role of corporate actions. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for corporate actions

- Ensuring Corporate Action notifications are prepared and sent out in a timely manner to clients for the required Corporate Actions
- Ensuring all Corporate Actions are reconciled
- Ensuring all Corporate Actions claims are sent out and followed up in a timely manner
- Ensuring all Corporate Actions are reflected for House Accounts on ex date
- Preparing and supporting Corporate Actions Notifications for SWAP clients for the front office
- Oversight of securities pricing process, pricing standards and control
- Manage cash flow reporting, facilitate FX processing and pre-funding corporate action events
- Oversight of security and cash reconciliation activities performed by the outsourced partners
- Play a lead role in managing the service relationship with the end customer, and outsourced service suppliers, making changes, as necessary, to ensure that the service continues to meet their needs
- Liaise with internal/external business partners to ensure that they continue to provide the agreed service levels, escalating service issues where appropriate

Qualifications for corporate actions

- Strong analysis, design, and problem solving skills necessary
- Responsible self-starter with the ability to take a proactive approach to

- Assist in the production of key business metrics to support the service proposition
- Bachelor degree in finance, business management, or other related disciplines
- Minimum eight years of working experience in the investment industry
- Knowledge and understanding of securities markets, equities, foreign exchange, fixed income, derivatives, and structured products