



# Example of Corporate Actions Job Description

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Our innovative and growing company is looking to fill the role of corporate actions. 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 corporate actions

- Audits event files for all relevant documentation and recordkeeping requirements
- This role manages the performance, functions and activities of associates within the team
- Maintain and reconcile various general ledgers and suspense accounts
- Facilitate advanced allocations of cash/stock to ensure proper credit to investors
- Oversee daily operations within the team ensuring all dividend, interest, principal and redemption proceeds have been paid to the clients
- Act as point person and escalation contact for all Corporate Action activity across PCO and trading desks
- Check, maintenance, processing and booking of event data / corporate action data / coupon notifications
- Processing of Maturities (options, bonds, certificates and warrants)
- Processing of withholding tax for countries with particularities (Italy, Spain, Sweden...)
- Check special processing with second sources manually (Bloomberg IDC, SixTelekurs, Company websites)

## Qualifications for corporate actions

- Knowledge of Voluntary announcement scrubbing and formulation of offering

- Compilation and distribution of various management and regulatory reports such as volume and risk analysis
- Require moderate right and left hand coordination for the use of the personal computer
- Required to be proficient in the computer applications necessary for performing the essential duties and responsibilities of the job as indicated below
- Excellent oral and written communication skills are required in-depth functional / industry knowledge
- Industry knowledge – Australian and New Zealand markets