



# Example of Securities Processing Supervisor Job Description

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Our growing company is looking for a securities processing supervisor. 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 securities processing supervisor

- Self review financial statements both from a numbers perspective and also completed word documents for disclosures, quality and completeness perspective
- Consistency checking of financial statements for large clients throughout the year and relevant audit and interim cycles
- Analysis & raising queries of client accounting records and escalation, where appropriate, of any potential issues identified
- Escalate concerns around anomalies in financial statement numbers which may result in audit findings for clients
- Able to assist in resolution the team queries & act as a reference point for junior team members on technical, accounting and audit related matters
- Liaise with partner sites for external deliveries and communicate status effectively and in a timely manner to local management and partner sites
- Recognise and act on opportunities to improve processes including developing and making recommendations for change and encourage the team to come with ideas for efficiency
- To ensure all the risk and control checks are adhered to for clients in portfolio and follow all required checklists and SOPS, ensure they are up to date post audit cycles
- Liaise with OCM (internal control) team on any issues that arise that need to be reviewed

## Qualifications for securities processing supervisor

- Ability to prioritize and execute duties quickly and accurately within tight timeframes
- Strong initiative and time management skills
- Ability to work well in a fast paced environment and meet critical deadlines
- An effective team player that works well under pressure and interacts appropriately with others
- 3-5 years of related industry experience, preferably with AIP experience
- Operational subject matter expertise critical Reconciliation, Settlements, Trade Support