



Example of Securities Processing Supervisor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of securities processing supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for securities processing supervisor

- Working with various internal teams such as trade processing, pre-matching, settlements, cash
- Follow up with different brokers/vendor/client for timely resolution of reconciliation breaks/exception
- Interaction with the client on weekly/fortnightly basis to discuss outstanding items
- Manage and execute complex project and ensure that project deliverables are met with the appropriate due diligence and system integration relating to Fund Accounting Services
- Partnering with a number of groups including the front office, product development, middle office, core operations, technology, finance, across regions
- Provide transparency with the execution of a communication plan on project delivery relating to Timelines, Budget, Tech Readiness & infrastructure
- Drive hard to get consensus (Influencing Skills) - Identify and facilitate issue resolutions and escalate where applicable
- Facilitate with analyzing extant Client System Infrastructure and existing process V/S JPM Platform to determine gaps or opportunities to improve Cost To Serve (CTS)
- Ability to represent team in key senior Project Delivery meetings Produce summary presentations and overview materials for program stakeholders

Qualifications for securities processing supervisor

- You will have 3+ years experience in a Financial Reporting or Audit environment in the Funds industry
- Post graduate/CA/CPA with major in Finance/Accounting will be added value
- You will be able to work within a team and build key internal relationships across locations with partner sites
- You will have very strong attention to detail in review of documents and analytical review capabilities in relation to financial statement numbers & reporting
- You will have knowledge and understanding of all primary GAAPS – Irish/UK, IFRS, US GAAP
- You will possess the ability to work under pressure and to tight deadlines at peak delivery times