



Example of Securities Processing Supervisor Job Description

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Our growing company is hiring 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

- Ideate and Implement efficiency and/ or controls improvement initiatives
- Receipt and processing of authorised client instructions into unlisted investments in a timely manner
- Receipting and processing of Managed Fund distribution income in a timely manner / credit to the underlying client for good value
- Cash and asset reconciliation including clearance of daily cash and stock discrepancies, daily interest accrual balance reconciliations, monthly Fund Manager reconciliations
- Approve Static data setup and maintenance requests
- All transaction processing into accounting and custody platform
- Ensure asset servicing payments for corporate actions and income are processed on a timely manner
- Inputting and verification of payment transactions
- Accuracy in processing in line with Standard Operating Procedures with zero errors
- Comply with the firm's policies & SOPs in line with audit requirement

Qualifications for securities processing supervisor

- You will be able to implement change, seek efficiencies and manage initiatives along with your daily workload

- You will have analytical & prioritization skills and be capable of making judgments
- You will have excellent written and verbal communication skills
- You will be result and target oriented, self motivated
- Previous Client Change/Technology Project experience