



# Example of Settlements Analyst Job Description

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Our company is looking for a settlements analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for settlements analyst

- Perform thorough and complete business analysis on the demands, either on new strategic initiative, enhancement request or permanent fix for production issues coming from primarily from Operations or else initiated by technology, front office and finance across the Asia Pacific region
- Key face-off to the business on scope requirements and translate these demands into technical implementable solutions
- Design solution in line the enterprise architecture principles and strategic roadmap
- For new changes, produce test strategy and cases for the testing phase, both SIT & UAT
- Participate in resolution of high severity production issues/outages
- Be an SME on debt products and debt trade processing lifecycle with a reasonable understanding of local market nuances and should have working this global topic/ theme such as reporting requirements, banking secrecy, data privacy
- Showcase your attention to detail by ensuring all trades are settled accurately
- Monitor daily risk reports and reconcile cash breaks
- Handle daily securities settlement and corporation action activities
- Responsible for day-end procedures and daily stock reconciliation

## Qualifications for settlements analyst

- Experience in working closely with internal teams linked to Trade Settlements such as Re-org, Reconciliations, Cash management and the Trading Floor

- Asian language skills are an advantage, especially Japanese or Korean
- University degree holder majoring in Accounting, Finance, Economics, or other related discipline
- Two years' experience in Back Office or Middle Office in a banking environment