



Example of Settlements Analyst Job Description

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Our growing company is looking to fill the role of settlements analyst. 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 settlements analyst

- All position, trade and cash reconciliations are performed, breaks are narrated and cleared as appropriate and passed for sign off on a daily basis
- To ensure that all internal and external reporting (Failed trades, Non-Standard Settlement, CASS, Safe Custody Statements, CSA, FTT, Stamp) are delivered as appropriate on a daily, weekly or monthly basis
- To ensure all daily tasks are completed in line with the department procedures
- Maintain up-to-date procedures and flows in Prima
- To manage residuals and stock transfers
- To manage Stamp Duty process on a daily basis
- Monitor and manage Crest fines
- Monitor and co-ordinate Equity placements and IPO's from Global Investment Banking
- To assist the department head on projects and new business initiatives as requested
- Continue to develop product and market knowledge, to ensure that processes are in place to minimize operational, settlement and market risks

Qualifications for settlements analyst

- Other TA areas, such as Dealing, Registration, and other internal areas such as

- Demonstrate thorough understanding and knowledge on debt products (Fixed Income) and trade lifecycle
- Strong understanding in Post-trade Settlements in Asia
- Ability to adapt to new technologies, product lifecycles and working environments
- Support all post confirmation processes associated with equity and debt instrument types