

## Securities Settlement Officer

### Our client:

A top international private bank based in Geneva

### Role & Responsibilities:

- Learns processes, products, and tasks relevant to the role, and any associated financial implications/ costs e.g. deadlines, products features, client impact.
- Delivers day-to-day workload on time and to the standard requested by manager. Meets commitments made to colleagues. Understands and ensures completeness of daily task and controls
- Ensuring the follow up & clearance of the RVP/DVP instructions in the markets
- Ensuring continuous checks of the unresolved files with the agents and the counterparties.
- Ensuring the daily reconciliation (Cash, Transactions, Holdings, Interco...)
- Answering precisely and efficiently to the request emitted by the external counterparties and the internal services of the bank.
- Informing about issues, erros of execution, incidents or defect on process.
- Open trades duly followed and updated in GTM

### Profile:

- Commercial degree, CFC banking or equivalent, ideally 2 years' experience
- Knowledge of the banking industry
- Knowledge of English and French are requested. Any other language would be a plus
- Computer skills : MS Office

### Required skills:

- Analytical skills and well organized
- Good communication skills, team player and client oriented
- Polyvalent and fast-learner : ability to quickly adapt to multiple tasks and evolving working situations

**Contract type:** Temporary

**Rate of activity:** 100 %

**Starting date:** As soon as possible

**We guarantee you to handle your application in total confidentiality**

Consultant responsable du mandat : José Dominguez  
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