



Role specific information

Title	Securities Operations Administrator
Department	Operations
Report to	Securities Operations Supervisor
Location	London

The primary purpose of this role

The role is primarily focused on GIB's Asset Management business but does have the scope, as part of the cross training program, to provide support to the Treasury & Banking business.

The position requires you to become fully cross functional across all administration processes supporting asset servicing in Securities Operations covering Securities Trade Settlement, Corporate Action Event Cycles, Static Data Maintenance and Regulatory Reporting (MIFIR, EMIR, SFTR & Post Trade) in relation to all market transactions executed by the Bank on behalf of the Discretionary Client and UCITS Fund business lines.

To ensure you undertake all processing and administration in accordance with procedures of which you must be fully conversant.

To ensure that you are aware of and understand the Operational Resilience and Business Continuity processing responsibilities in your role.

To ensure you are aware of the Operational Risks associated with your processing responsibilities and understand the underlying Control Functions to mitigate the risks.

To support the Operations continual cross training program by undertaking and facilitating training/mentoring within the Department.

Key responsibilities

As part of the team you will be cross-trained on all products and processes supported within the Department. The points below highlight all the areas of processing you will undertake as part of your personal development and overall responsibilities within the Department:

- Administration of all Corporate Action Capital Events
 - Custodian network for global Equity and Bond instruments Elective and Non-Elective events
- Administration of all Corporate Action Income (Dividend & Coupon) Events
 - Custodian network for global Equity and Bond instruments
- Investigation and the clearance of Stock and Cash reconciliation exceptions
- Pre and Post settlement date processing of Equity and Bond Securities transactions
 - Custodian network for global Equity and Bond markets
- Static Data maintenance within:
 - Dimension
 - Corona Cash & Stock
- Regulatory Reporting
 - MIFIR
 - EMIR
 - SFTR
 - Post Trade
- Administration of all Custody Network charges, Management and Performance Fee's
- Undertake training and processing tasks, in line with the Operations cross training program and rotation task plan.

In addition to the day-to-day processing activities undertaken, your position will include the following responsibilities:

- To ensure that you have a full understanding of the risks and controls associated with the processes that you take responsibility for and that you ensure such controls are exercised.
- To be aware of regulatory and/or market developments applicable to your areas of responsibility.

- To ensure that you are aware of and understand the Business Continuity processes within your area of responsibility taking part in any relevant tests on an ongoing basis.
- Achievement of business or learning objectives as agreed with the Line Manager.
- Participation within Project related tasks and group objectives as defined by the Divisional Plans.
- Undertaking any other reasonable duties as required by the Line Manager.
- Communicate ideas and give recommendations to the Line Managers of the Department on increasing efficiency, reducing operational risk and costs.

Skills, knowledge and experience

Experience required:

- 5 years current experience as an Administrator within an active Asset Management Operations environment
- Desirable experience also includes SWIFT ISO15022 Cat.5, Cat 2 & Cat 1 formats and experience in performing system validation tests, business impact analysis and production of test plans to support system upgrades and implementations

Educational requirements:

- Minimum Five GCSE pass qualifications, including Maths and English
- Industry recognised qualifications are also desirable:
 - Investment Operations Certificate (CISI)
 - ESG Responsible Investment (PRI Academy)

Skills required:

- Corporate Action Capital & Income Event Administration:
 - All Elective and Non-Elective event types
 - Global Equity and Debt markets (All Developed, Emerging and Frontier)
 - General market conventions
- Cash and Asset Reconciliations
- SimCorp Dimension
 - Static Data Maintenance:
 - Securities related products
 - Derivative related products
 - Common reference data (Parties, SSI Defaults, Cost Defaults etc...)
 - COAC processing
- MS Excel – Intermediate level
- Bloomberg – Intermediate level
- Global Custodian Asset Servicing Online Portals for Corporate Action management and general investigations

Skills desired:

- Global Securities Settlements:
 - Debt & Equity related securities transactions including Repo
 - Global settlement cycles
 - General market practices
- Regulatory Reporting
 - MIFIR for securities and derivatives
 - EMIR for derivatives
 - SFTR for financing
 - Post Trade for all relevant transactions
- Swift ISO15022 MT54x series messages
- Related systems usage
 - Dimension
 - Omgeo CTM & ALERT
 - Corona Stock & Cash
 - UnaVista (MIFIR & EMIR)
 - DTCC HUB (SFTR)
 - TRAX (Post Trade)
 - MS Word



- JPMorgan Access
- State Street Captain
- Bank of New York Mellon Workbench
- Northern Trust Passport/CDR
- Swift payment generation (MT202, 200, 210, 103)
- SGSS Markets
- Broadridge (Proxy Edge)
- Murex
- UBS Flexcube
- Finastra