



**Settlement Assistant / Supervisor, Treasury Settlement,
Investment Treasury Operations**

Responsibilities:

- Process trade settlement for the transactions in investment products e.g. Bonds, Structured Deposit by using various applicable back office systems
- Handling Corporate Action e.g. coupon payment, early redemption
- Follow up with counterparty for any irregular of the trade
- Assist Section Head to handle special cases and undertake any ad hoc assignments and UAT

Requirements:

- Secondary or above
- 1 year or above in banking experience for Supervisor but not essential for Settlement Assistant
- Understand relevant policies and procedures of the Bank as well as regulatory requirements is preferable
- Good communication skills in English
- Solid hands-on knowledge in MS Word and Excel
- Knowledge in SWIFT, RTGS, CMU and CreationOnline is preferable