
Role Description

Trade Booking / Deliveries Specialist

Rank	Staff
Line Manager	Team Head(s)
Work rate	100%
Deputized by	Team Member
Deputy of	Team Member
Target of the role	Booking and Settlements of Securities Trades for London and Zurich
Main tasks	▪ Handles Booking of Stock-Exchange Trades - Set up instructions to our custodians and Ex-Custodians via SWIFT - Chasing Counterparties on Contract Notes - Monitoring and investigations with the Counterparties and Custodians on pending Settlements ▪ Tracking and booking of Custodian and Transaction Fees ▪ Responsible for SSI's Counterparties
Education	▪ Commercial degree, Banklehre or similar
Experience, qualifications and other requirements specific to the role	▪ A minimum of 2 year banking experience required ▪ Understanding on settlements of securities free or against payment ▪ Good communication skills in English (written and spoken), French is a beneficial ▪ Good german skills (witten and spoken) ▪ SWIFT, Telekurs knowledge
Additional skills & Competencies	▪ Flexible Teamplayer ▪ Flexibility, "can-do" attitude, communication skills, high quality standards ▪ Reliable, accurate and discreet attitude