

Job Specification

Job Title: Securities Operations / Trade Booking & Settlement Specialist
Division: Operations
Full time / Part time: Full time
Location: Zurich

Rothschild & Co

Rothschild & Co is one of the world's largest independent financial advisory groups. We offer a distinct perspective that makes a meaningful difference to our clients' business and wealth.

With a team of 2,800 talented financial services specialists on the ground in 40 countries across the world, we provide independent advice on M&A, strategy and financing, as well as investment and wealth management solutions to large institutions, families, individuals and governments. As a family-controlled business that has been at the centre of the world's financial markets for over 200 years, we can rely on an unrivalled network of specialists and are known for our track-record of outstanding execution in financial services.

Rothschild Private Wealth

At Rothschild Private Wealth we offer an objective long-term perspective on investing, structuring and safeguarding assets, to preserve and grow our clients' wealth.

At Rothschild Private Wealth we provide a comprehensive range of private wealth services to some of the world's wealthiest and most successful families, entrepreneurs, foundations and charities. In an environment where short-term thinking often dominates, our long-term perspective sets us apart. We believe preservation-first is the right approach to managing wealth.

Click here for more information on [Rothschild Private Wealth](#)

Overview of Role

Booking and Settlements of Securities Trades for the Swiss and UK businesses

Responsibilities

- Trade confirmation matching via Swift, Omgeo/CTM or paper based matching
- Executes processing and booking of Stock-Exchange transactions for the Swiss and UK businesses
- Chasing counterparties on contract notes; enter and maintain Standard Settlement Instructions (SSI's) in two systems
- Settlement of trade transactions within the Avaloq System
- Execute cancellations and rectifications of trades and settlement instructions



- Support in Asset Data Management

Education and Qualifications

- Commercial degree, apprenticeship or similar

Experience, Skills and Competencies Required

- Previous experience in processing and booking of trades and an awareness of tax issues on stock exchange transactions
- Experience in settlement of trades in all financial instruments (desirable, not essential)
- Avaloq skills are beneficial
- Strong command of English and German (written and spoken) required, French is desirable
- SWIFT knowledge
- Able to communicate clearly to internal and external counterparties
- Swift, reliable and exact working style
- Flexible team player with a “can-do” attitude
- Pro-active client service approach and willingness to take ownership of issues and resolve them independently
- Works at high quality standards and seeks continuous process development to increase efficiency and service improvement
- Principled, thoughtful and creative

If you are curious to learn more about us and have valuable experiences in a similar role, then please send your CV to Lucie Hinnen (Human Resources) at lucie.hinnen@rothschildbank.com