

# **PERFORMANCE CONSULTANT SA**

Conseil en ressources humaines

## **Corporate Action Officer**

### **Our client:**

A top international private bank based in Geneva.

### **Role & Responsibilities:**

- Sort and analyze the financial information received from custodians through different channels such as SWIFT messages and custodian online web sites.
- Cross check the information received with all available data sources such as Bloomberg, Telekurs, Offering memorandum or internet.
- Reconcile and determine with accuracy eligible holdings for each event with the aim to adjust any eventual difference between our records and the custodian statement.
- Process accounting entries onto clients' accounts in an accurate and timely manner.
- Maintain a high level of communication with internal and external stakeholders and respond to all incoming queries in a timely and efficient manner.
- Pay attention to details to ensure accurate and timely accounting.
- Prepare notifications to be sent to relationship managers and letters to be sent to clients.
- Instruct custodians in a timely manner to meet deadlines.
- Fully comply and respect the Bank's values and behaviors at all times.
- Act with courageous integrity and constantly escalate all difficulties, significant events and high risk items.
- Constantly identify and search for understanding to mitigate risk wherever possible.
- Manage time effectively in order to handle fluctuations in volume.

### **Profile:**

- CFC or University academic background specialized in the finance industry
- Good banking industry knowledge with a first experience within OST position
- Avalq user will be a plus and good computer skills: Word, Excel and Access, Swift, Telekurs and Bloomberg.
- French, English fluent

### **Required skills:**

- Conscientious, hardworking and result oriented, as well as methodical and flexible.
- Well organized, reliable and proactive.

**Contract type:** Temporary (6 months)

**Rate of activity:** 100%

**Starting date:** 1st of August 2020

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

Consultant responsable du mandat : Mouhssine Moudrik

Ref : MM221385292