

# **PERFORMANCE CONSULTANT SA**

Conseil en ressources humaines

## **Back office coupons H/F**

### **Our client:**

A top international private banking player in Geneva

### **Role & Responsibilities:**

Understanding and processing of every income (on equities, bonds, funds, etc.) received on a daily basis within an income team of 4 persons and a global team of 14 members.

- Treatment and analysis of the income events received by swift and/or Telekurs
- Cash and stock reconciliation on every file
- US tax allocation on the custodian website
- US tax adjustments following mismatched payments
- Follow-up on any Income related issues (questions from CRO, issues with custodians, etc.)
- Market claims handling
- Reconciliation of breaks

### **Profile:**

- Able to work under pressure and to cope with a heavy workload if needed.
- Good knowledge on Incomes and related taxation for the US market.
- Efficient
- Conscientious
- Autonomous
- Good team spirit

### **Required skills:**

- Good Microsoft Office knowledge
- Fluent in both French and English
- Knowledge on funds would be a great asset, especially on the Daily Accrual booking process
- Knowledge on Corporate actions would be a great asset as well.
- Knowledge of the Core Banking system - Temenos Globus.
- Knowledge of BBH process
- Minimum 3 to 5 years of experience in the Income area

**Contract type: Temporary**

**Rate of activity: 100%**

**Starting date: ASAP**

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

Consultant responsable du mandat : Mouhssine Moudrik

Ref : MM823133280