

Job Advert Details

Some careers have more impact than others.

If you're looking for a role where you can continue to make an impression, take the next step at HSBC where your contributions will always be valued.

Securities Services provides robust and reliable solutions that enhance performance and mitigate risk, today and in the future. Working with institutional investors, banks, insurance companies, governments and multinational corporations, Securities Services offers a range of fund administration, global custody, sub-custody and clearing, and corporate trust and loan agency services.

We are currently seeking an experienced professional to join our team in the role of HSS Client Services Officer

Key Responsibilities

- Checking and collating data for Market entry applications (account opening) of foreign investors, and ensure accounts are opened in line with the minimum KYC/due diligence / Anti-Money Laundering (AML) requirements as per latest issued Operating Instructions/Managers Instructions and Group Compliance policy.
- Liaise with Regulators (CBSL), Central Depository System (CDS) and local stakeholders for an on behalf of clients for client related queries/ Market entry approvals.
- Data input for HUB/GHSS system maintenance – Account Opening, and relevant static data maintenances.
- Assist in completion of Market Questionnaires/Due Diligence Questionnaires/Request for Proposals.
- Respond to queries from Global Custodians, Broker Dealers, related to general Market Procedures, and managing client expectations in a timely manner.
- Be responsible for monthly generation of MI's to be shared with clients and other various stakeholders.
- Coordinating and testing for system upgrades for Securities Services, and implementation of same in HSBC Core Systems.

Requirements

- Fair understanding on Capital Markets.
- Sound knowledge on Exchange Control requirements specifically relating to Inward Investment Accounts (IIA).
- Knowledge on Central Bank / Financial Intelligence Unit (FIU) regulations.
- Familiarity in MS Excel, Macros and Settlement related systems.
- The ability to build and maintain strong relationships with clients as well as external stakeholders Central Depository System (CDS), Securities and Exchange Commission (SEC) .
- Excellent organizational skills, with the ability to respond to internal / client queries in a timely manner.
- Having completed The Foreign Exchange and Operations Examination conducted by the Central Bank of Sri Lanka will be an added advantage.

When applying, please submit a full resume.

You'll achieve more at HSBC.

HSBC is committed to building a culture where all employees are valued, respected and opinions count. We take pride in providing a workplace that fosters continuous professional development, flexible working and opportunities to grow within an inclusive and diverse environment. Personal data held by the Bank relating to employment applications will be used in accordance with our Privacy Statement, which is available on our website.