

## Job Advert Details

### Purpose of Department

HSBC Securities Services (HSS) provides comprehensive global, regional and domestic fund services including fund administration, global custody, sub-custody settlement services and Transfer Agency Services to international asset management industry.

Responsible for preparation of accurate reconciliation, valuations of fund portfolios and maintenance of share register of funds on timely basis. Seasoned incumbent will typically be responsible for several portfolios.

### Job Description

The job requires working in an automated/semi-automated/manual environment with a keen eye for detail. The incumbent would be expected to perform under stringent timelines with consistently high levels of accuracy thereby ensuring the highest quality service to the client in order to support the process.

### Primary Responsibilities/Essential Functions:

- Preparation of reconciliation with Prime Broker reports
- Correct valuations of hedge fund portfolios through :
- Resolution of pricing discrepancies.
- Corporate Action Validation.
- Resolution of transaction discrepancies.
- Adherence to the delivery timeline/PLA.
- Expected to engage in the production work that involves preparation taking complete ownership of the deliverables and ensuring that they are delivered error free to the Jurisdiction within agreed time.
- Maintaining highest level of quality and accuracy for the assigned funds.
- Maintenance of the underlying accounting backups/records for assigned funds
- Creation and Liquidation of fund units, maintenance of investor static data and cash management/settlement activities
- Ability to understand client and jurisdiction requirements and conform to them for all deliverables

### Secondary Responsibilities :

- Perform any additional responsibilities that may be required by the Supervisor in support of the on going management and development of the division.
- Updating of daily MIS as required by the process.
- As required liaise with applicable Fund Administration contact to communicate information and resolve issues on a timely basis.
- Adherence to standard operating procedures as prescribed by the Operating Model.
- Enhancements to Job-Aid Matrix, process notes, checklists, CQI and internal processes as and when required.
- Undertake/participate in projects for improvement in delivery quality and/or timeliness.
- Perform any additional responsibilities that may be required by the Supervisor in support of the on going management and development of the division.
- Analyze the MI data collated by the team on regular basis to detect trends and suggesting on improvisations
- Ability to work closely with peers and colleagues. Adapt and encourage teamwork. Communicate effectively through written and verbal channels. Ensure positive relationships are built and maintained within team, upstream and downstream teams as well as business partners..
- Support the Manager in the process and to work in perfect harmony to ensure service level excellence.

## Qualifications

### Skills/Experience Required

#### Essentials/Minimum :

- A Bachelors degree in accounting or other qualifications relevant to th accounting/finance industry.
- 1-3 years of relevant/accounting work experience.
- Proficiency in EXCEL essential.
- Ability to Speak and understand English.
- Good interpersonal and team work skills.
- Organized and detail oriented.

#### Preferable Skills :

- CA, ACCA, CPA, ICWA,MBA or studying for other relevant industry qualifications .
- Working knowledge of Bloomberg and/or Reuters.
- Basic knowledge in investment accounting, investment valuations, mutual funds and reconciliations.
- Excellent customer service and communication skills.
- Ability to re-prioritize workloads due to changing circumstances; meet strict deadlines.
- Possess good analytical and problem-solving skills.
- Will be expected to maintain HSBC internal control standards, including the timely implementation of internal and external audit points, together with any issues raised by external regulators.
- Responsible for the implementation of Group Compliance Policy as is applicable to this role.
- Must be aware of the Operational Risk scenario associated with this role and to ensure that all actions performed take into account the likelihood of operational risk occurring.

### Want to apply?

- All applicants must have successfully completed their probation period
- All applicants must have a minimum performance rating of Good and behavior rating of Good in the last year end appraisal
- All applicants should have served at least 18 months in their current functional role and department
- Applicant should inform their Line Manager prior to applying
- Application form should be submitted on CareerLink along with their updated CV
- All the completed applications should be submitted on CareerLink by 11:59 PM on the closing date
- Applicant should not been previously declined for the same position within the last 6 months on the date of submission of their application & the time of selection.
- Applicant should not been on ANY form of Corrective Action within the last 6 months from the date of application
- Right to work is required. Local employment rulings and restrictions will apply.
- Applicants who meet the required minimum score at the interview may be placed in a pipeline for a period of 3 months to fill any vacancies which may arise for the same position during the immediate 3 months from the IJP closure date. The final decision to place an individual in the pipeline rest with the business head concerned
- Applications of candidates who do not adhere to guidelines during any technical assessment that is conducted as part of the selection process will be disqualified and not progressed thereon.