

JOB DESCRIPTION

Title of position	Capital Markets Back Officer Middle
Contract type	Permanent
Department	Global Markets Operations
Reporting to	Capital Markets Back Office Manager
Job description date	1 st February 2021
Position opening start	11 th January 2022

Position Summary

To manage the day-to-day processing of the capital markets transactions booked in Natixis Hong Kong and Singapore Branches, as well as the Securities settlement for Asian markets for all entities

Main responsibilities and duties of the role

- To support Treasury for Nostro positions monitoring.
- To process all the payments and settlement for Treasury activities to ensure that transactions are properly and accurately handled, including but not limited to FX, MM, SWAP, Repo, CD/ECP, Bonds and Securities.
- To handle Hong Kong and Singapore market specific processing e.g. RTGS, MEPS, CMU, discount windows, throughput ratios etc.
- To monitor FX Swap in CLS.
- To handle local regulatory reporting needs, e.g., OTC derivatives with DTCC and HKTR, short position reporting
- To handle Securities processing (reconciliation and settlement) in Asian markets and through Clearstream
- To set up and maintain counterparties' Standard Settlement Instruction.
- To monitor and follow up funds from treasury counterparts by different cut-off times, follow up trade confirmation from broker/treasury counterparts.
- To participate in various connectivity tests and periodical contingency drills, relating to payments and clearing systems.
- To handle reconciliation of brokerage fees, billings & payments.
- To handle other duties assigned by the Team Lead &/or Head of Operations.

Job Qualification (education, years of experience and other soft skills)

- At least 5 years relevant knowledge in capital markets operations
- Familiar with Microsoft Windows (Excel, Word), knowledge and experience in the operation of local CHATS, CMU, Summit, CLS, Swift Payments are essential.
- Knowledge in treasury and derivatives products is essential.

- Knowledge in Chats and Swift Payments are required.
- Knowledge in Bond/Securities settlement via Clearstream Banking is required.
- Good interpersonal and communication skills are required and able to work under pressure.
- Written and Spoken English, Mandarin and Cantonese a plus
- Work on public holidays is required to cover all Asian market and currency settlement
- Covering full Hong Kong and Singapore business hours is required