

JOB DESCRIPTION

Title of position	Capital Markets Back Office Manager
Contract type	Permanent
Department	Global Markets Operations
Reporting to	Daniel Kemp
Job description date	1 st February 2021

Position Summary

Natixis is a French multinational financial services firm specialized in asset & wealth management, corporate & investment banking, insurance and payments, and a subsidiary of Groupe BPCE, the second-largest banking group in France.

Manage the team in charge of 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

Functional responsibility

Responsible for the delivery and quality of the team in charge of the following duties:

- 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.

Managerial responsibility

- Perform objective setting and appraisals of the team members
- Monitor the performance and quality, and provide KPI of the team's functions

- Be the central point of contact for onshore management
- Be a main contributor in strategic and transformational projects for the department in the region

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

- 15+ years relevant knowledge in capital markets operations
- Strong knowledge in Hong Kong and Singapore market specifics, treasury and derivatives products and Asian markets securities settlement is essential
- Strong knowledge of the Asian regulatory environment is key
- Strong track record in managing similar functions in other investment banks
- Good interpersonal and communication skills are required and able to work under pressure