

Job Description

Job Title: Contract Operations Analyst (3-4 months ending November 2020)

Corporate Title: NCT

Division: Corporate, Asia Ex-Japan (AEJ)

Location: Hong Kong

Nomura Overview

Nomura is an Asia-headquartered financial services group with an integrated global network spanning over 30 countries. By connecting markets East & West, Nomura services the needs of individuals, institutions, corporates and governments through its three business divisions: Retail, Asset Management, and Wholesale (Global Markets and Investment Banking). Founded in 1925, the firm practices disciplined entrepreneurship while building on a long tradition of serving clients with creative solutions and considered thought leadership. For further information about Nomura, visit www.nomura.com.

Function Overview:

You will form part of the Shared Services team based in Hong Kong. This role is part of Settlements team within Operations. The role tasks you with supporting activities for settlements team.

With a strong focus on risk mitigation and control, you will be expected to manage all risks and exceptions associated with the tasks undertaken, addressing such items and ensuring full and timely escalation where appropriate.

The teams have a strong client service focus and as such interact with external clients, counterparties and internal trading desks on a daily basis. Quick query resolution and response is a must, in order to maintain high levels of service.

Responsibilities:

- The candidate will be working within the HK Settlements team to ensure that all HK market activities are processed and settled within relevant deadlines. Main functions are:
- To ensure all transactions are settled on a daily basis.
- To ensure exception queues are monitored and cleared before market deadlines
- To ensure all settlement reports are submitted before relevant deadlines
- To follow up with relevant Middle Offices to resolve any breaks, fails or issues

Requirements:

- Product knowledge advantageous to have: Equity, Bonds, Equity Derivatives and Prime Finance
- Quick learner
- Previous experience in dealing with Prime Clients is an advantage
- 1+ years' experience of working in Corporate Actions or settlements within global markets
- Languages – English
- Strong attention to detail and time management

Diversity Statement

Nomura is committed to an employment policy of equal opportunities, and is fundamentally opposed to any less favourable treatment accorded to existing or potential members of staff on the grounds of race, creed, colour, nationality, disability, marital status, pregnancy, gender or sexual orientation.

DISCLAIMER: This Job Description is for reference only, and whilst this is intended to be an accurate reflection of the current job, it is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. The management reserves the right to revise the job and may, at his or her discretion, assign or reassign duties and responsibilities to this job at any time.