



JOB DESCRIPTION & SPECIFICATIONS

JOB TITLE: Securities and Trading Administration Officer

DIVISION:

DEPARTMENT: Operations-Settlements and Security Administration

SECTION/UNIT:

REPORTS DIRECTLY TO: Assistant Manager- Securities Administration

SCOPE OF JOB: Responsible for the administration and settlement of all international transactions for JMMB Investments proprietary trades, managed portfolios, and retail clients' brokered trades. Administers Capital Market transactions and documentation, relating to the reconciliation of transactions, updating and maintenance of records and the custodial and administration functions of Cash Secured, Equity and Bond Loan documentation.

IMMEDIATE REPORTEES: None

MAIN DUTIES & RESPONSIBILITIES:

Operational:

Security Administration:

- Stock and bond transfers locally and internationally
 - Share certificate deposits.
 - Dividend mandates
 - Pledge Forms for External Lenders
 - Audit Confirmations
 - Brokerage account updates for assigned territory.
 - Indemnities and share certificate replacements.
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- Approval of all local proprietary fixed income trades including Repurchase and Reverse Repurchase Agreements, Primary Market and Over the Counter (OTC) bids, and Secondary Market outright purchase and sale trades.
 - Prepares the reconciliation of all coupon and redemption payments (globally and locally) for all proprietary and managed accounts.
 - Inward and outward transfer for global and local securities received for classic and reverse repurchase agreements, also the transfer of all assets on behalf of retail clients.
 - Supports the monitoring of transfers and trades executed via online trading portals.
 - Reconciles and process for payment Capital Market transactions and ensures that all related documents are duly executed.
 - The liaison with JMMB Investments Frontline officers and External Agencies, Company Registrars and Other Brokers, in relation to status of security transfers, deposits, certificate and cheque replacements and any other security related transaction queries.
 - Support Capital Market Initiatives of varied structure and complexity by way of the documentation and reconciliation.

Reporting and Reconciliations

- Coupon Reconciliations for proprietary and client bond payments.
- Bond Reconciliation for client and proprietary Portfolios.
- Assist with the testing for the quarterly Risk and Control Self-Assessment (RCSA) framework.

- Monthly Reconciliation of the Repo Liability and MTM report.
- Weekly Stock Balances Report.
- Equity Portfolio Reconciliation Equity System vs Depend.
- Assist with the internal and external audit processes through the provision of information and liaison with auditors for areas of responsibility.

Compliance

- Ensure all transactions are executed according to the outlined procedures.
- All transactions are filed and easily retrievable.
- Performs any other job-related responsibilities as requested

EDUCATION, TRAINING & WORK EXPERIENCE REQUIRED:

Qualifications (Education & Certification)

- Bachelor's degree in management/finance or equivalent professional qualification.
- At least 3-years operations experience, preferably in a financial institution.
- Working knowledge of financial sector instruments, market operations, regulations, ethics, and professional jargon.
- Excellent knowledge of financial business operations and expected controls.

Other (Skills):

- Excellent oral communication skills. Proficiency in written communication
- Elevated level of computer literacy
- Strong skills in time management and problems solving.

Behavioural Competencies:

- Promotes the JMMB's philosophy of the Vision of Love and its unique culture.
- Elevated level of computer literacy, particularly word-processing and spread sheets.
- Excellent written, oral, and non-verbal communication skills.
- Excellent interpersonal, communication and documentation skills
- Detail and results-oriented, highly organized, ability to manage multiple tasks with tight deadlines.

AUTHORITY:

- To contact Broker or Institutional clients to confirm or query settlement instructions.
- To act as an agent for the company in obtaining all necessary information to complete the Settlement process.
- To independently respond to internal and external queries using knowledge, creativity, initiative and sound judgement.
- Authorised signatory for secondary and end-of-day completed trades and tickets
- Prioritise transactions to determine the appropriate urgency of each.
- To identify and recommend seminar/courses/programmes which would enhance own on-the-job skills.
- To recommend solutions to problems beyond his/her area of authority.
- To make recommendations for improvements.

LIAISES WITH: External and Internal contacts essential for carrying out the duties of this position. (e.g. CONTACT – Bank of Jamaica; FREQUENCY - daily/on-going; REASON - to confirm repurchases for JMMB; HOW – via telephone).

Relationships (Liaises with):		
Internal		
<i>Key Contact(s)</i>	<i>Frequency</i>	<i>Purpose</i>
Manager, Operations Settlement Officers Finance Department Client Service Officers Sales Team Systems Department Internal Audit Operational Risk	<input type="checkbox"/> As required. <input type="checkbox"/> As required/ monthly. <input type="checkbox"/> Daily <input type="checkbox"/> As required.	<input type="checkbox"/> Reporting and communication of information <input type="checkbox"/> Compliance/Audit matters <input type="checkbox"/> Processing deals <input type="checkbox"/> System issues and reports

External		
<i>Key Contact(s)</i>	<i>Frequency</i>	<i>Purpose</i>
Bank	As Required	Clarify issues, to expedite Clients' business with ease and efficiency.
TTSE /SEC	As required.	Account Maintenance Matters
External Auditors	As required.	Provide documents and explanations for processed transactions

WORKING CONDITIONS: List both the positive and negative working conditions associated with this job (e.g. PHYSICAL - office environment, exposure to dust; SPECIAL - frequent travel, being on 24-hour call, numerous critical deadlines).

Working Conditions		
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<i>Physical</i>	<i>Frequency</i>	<i>% of Time</i>
Normal Work Environment	Daily	100%