
POSITION TITLE:	Security Settlements Manager
LOCATION:	Head Office, Tauranga
PEOPLE LEADER:	Co-Head of Operations
TEAM:	Security Settlements, Operations

At Craigs (CIP) we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

The Security Settlements Manager has the primary responsibility of leading the Security Settlements team to ensure the timely and accurate settlement of all securities, and the payments required for them, in line with the objectives of the wider Operations team. Reporting to the Co-Head of Operations, this position is responsible for ensuring the function remains compliant with the various regulators in the NZ market and that the teams procedures accurately reflect the constantly changing regulatory landscape. The Security Settlements Manager is also responsible for leading a team of Security Settlements and Foreign Currency (FX) professionals, ensuring high performance and development of the team through coaching, reviewing development goals, ensuring consistent cross-training, and other leadership activities as required.

WHAT I DO

SECURITY SETTLEMENTS

- Ensure the timely and accurate settlement of all securities, and the payments required for them.
- Ensure the Security Settlements team remains compliant with the various regulators in the NZ market.
- Ensure the team procedures accurately reflect the changing regulatory landscape.
- Ensure appropriate controls are in place to support the team and business, ensuring attestations are carried out in a timely and accurate manner on a monthly basis.
- Foster a culture of change and continuous improvement, supporting user acceptance testing, training, and other tasks as required. This includes partnering with the Security Settlements Project Manager on any transformational change.
- Ensure that any errors are logged in a timely and accurate manner, tracking trends and improving processes where possible to prevent future errors.
- Prepare monthly and quarterly statistics and reporting as required.
- Collaborate constructively with other team members, particularly in the branch teams, broker team, project teams, and external parties as required.
- Ensure recurring security settlements tasks are completed in a timely manner, including:
 - Reconcile the FTA/NET obligation account daily.
 - Monitor the Collateral accounts and ensure there is sufficient collateral on a daily basis.
 - Ensure all Market Obligations for NZSE and NZFI are settled.
 - Ensure all non-faster scrip is processed.
 - Ensure all NZ Clear equity trades are settled
 - Authorise Citibank trades.
 - Ensure the payment status on client buys has been checked.
 - Ensure Stock loans are actioned as required.
 - Liaise with Insto desks regarding unsettled trades.

- Complete end of day NZ Clear balancing.
- Reconcile CORP, APPLICATION PDAPP accounts.
- Regularly review Counterparty Risk reports.
- Complete monthly reconciliations of House Accounts for the Finance Team.
- Authorise payments as per Finance's protocols.

PEOPLE LEADERSHIP

- As a People Leader, demonstrate the Craigs' values every day in engagement with other employees, and encourage, support and enable other employees to do so also.
- Provide leadership via development and communication of vision and objectives for the Security Settlements team.
- Review engagement data, actively developing and supporting team culture.
- Provide guidance (technical and general), coaching and feedback for team members.
- Focus on team deliverables and expected individual performance levels to achieve targeted objectives, ensuring all team members have clear performance and development goals.
- Ensure clear processes, role and responsibilities are in place for all team members, prioritising work when required and balancing the allocation of resources between proactive and reactive tasks.
- Undertake capacity planning, ensuring resourcing requirements meet the need of the teams and the business.
- Ensure all team procedure documentation is current and accurate.
- Identify team training requirements and ensure that the required training is provided.
- Ensure that there is sufficient cross training within the team to provide adequate cover at all times.

GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification of disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your manager.

WHAT I VALUE

**Our
Values**



**We are
stronger
together**



**We
strive for
excellence**



**We put
people
first**



**We do
what's
right**

At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and clients.

WHAT I BRING

Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in a finance or business-related discipline (desirable)
Knowledge/Experience	<ul style="list-style-type: none"> • Experience leading a team of financial experts and administrators • Experience coaching, mentoring, and developing team members • Financial services, sharebroking or Foreign Exchange experience • Understanding of market terminology, including financial instruments • NZ Clear, BANCS and Citi Bank system experience (preferred)
Key Skills and Attributes	<ul style="list-style-type: none"> • Strong people leadership skills, including training, mentoring and coaching skills • Ability to understand and apply industry regulations and legislative requirements • Excellent time management and organisational skills • Excellent communication skills, with the ability to communicate effectively at all levels in the business • High level of attention to detail • Intermediate Excel Microsoft Office user • Self-starter with the ability to show initiative • Ability to demonstrate flexibility and embrace change

NZX RULES REFERENCED WITH LEGISLATION AND POLICY

The NZX Participant Rules can be found electronically at the following address -

<https://www.nzx.com/regulation/participant-rules>

CIP policies can be found on the Staff Intranet.