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POSITION TITLE:	Security Settlements & FX Administrator
LOCATION:	Head Office, Tauranga
PEOPLE LEADER:	Security Settlements Manager
TEAM:	Security Settlements, Operations

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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 team ensure the timely and accurate settlement of all securities (including the payments required for them) and the collation of client foreign currency requests ready for purchase or sale of foreign currency. The Security Settlements & FX Administrator will work across Security Settlements and FX currency administration to complete FX currency administration and reconciliation of foreign broker accounts including updating currency to client accounts. The role will also assist with settlement of securities across all markets, this includes the timely and accurate settlement of all fixed interest, NZ and overseas equity trades and the closing down of all contracts post settlement. This position may also be required to process Basket applications, withdrawals and composition changes and electronic stock movements.

## WHAT I DO

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- Collate client foreign currency requests for purchase or sale of foreign currency and updating to client accounts.
- Gather and update equity contracts for purchase or sale of foreign currency and updating to client accounts.
- Assist with FX settlements and reconciliation of broker accounts.
- Allocate and process foreign broker receipts and payments.
- Complete reconciliation and allocation of FX margins to Advisers.
- Close currency control accounts as needed.
- Assist with the settlement of listed and unlisted market trades to ensure market obligations are met, including NZ and all offshore markets.
- Assist with various settlements activities as required, such as: pre-matching reports, correcting buy rejections, shunts, borrowing/returning stocks, basket applications and redemptions, balancing NZ Clear / BANCS, processing stock movements.
- Liaise with branch staff, broker firms and institutions via telephone, email etc
- Reconcile reports as required.
- Assist with continuous improvement opportunities by identifying and supporting business process improvements.
- Provide back-up support to other team members as required.
- Demonstrate the Craigs' values daily and encourage, support and enable colleagues to do the same.

## 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



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"> <li>• Tertiary qualification in a finance or business-related discipline (desirable)</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>• Prior administration experience (essential)</li> <li>• Financial services or sharebroking experience (desirable)</li> <li>• NZ Clear, BANCS, and Citi Bank system experience (desirable)</li> </ul>
Key Skills and Attributes	<ul style="list-style-type: none"> <li>• Excellent time management and organisational skills</li> <li>• High level of accuracy and attention to detail</li> <li>• Intermediate Excel Microsoft Office user</li> <li>• Excellent communication skills, with the ability to communicate effectively at all levels in the business</li> <li>• Ability to work in a team and show initiative</li> </ul>