

# **BUSINESS MANAGEMENT DIVISION**

## **OPERATIONS**

### **Responsibilities:**

- Supervise and execute day to day operational matters effectively.
- Carry out back office settlement of trades and placement including preparing instructions to custodian and funds transfer.
- Liaise with external parties such as brokers, trustees, custodians and fund accounting agents on operational matters, including responding to query, preparing and coordinating daily & weekly brokers' pricing matters and coordinating corporate action.
- Perform day end closing, including reconciliation and reporting.
- Manage unit trust registers.
- Assist in day to day fund accounting work when required.
- Coordinate and work closely with the compliance officer to ensure compliance of internal policies and procedures and Securities Commission's rules & regulations.
- Initiate and participate in improvement of processes to enhance efficiency and effectiveness.
- Perform any other duties as assigned by the Management from time to time.

### **Requirements:**

- Possess at least Bachelor's Degree, Post Graduate Diploma, Professional Degree in Finance/Accountancy or equivalent.
- Minimum 2 years working experience in fund management or unit trust industry or related fields for Senior Executive and 5 years same experience for managerial position.
- Possess analytical and good communication skill.

