

## Middle shift Settlement Officer

### **Responsibilities:**

- Supervise daily operation of settlement activities for local and global futures, options, and equities.
- Ensure all trade processing and clearing activities are done timely and accurately.
- Monitor other tasks such as trade matching, corporate action, day-end reports.
- Handle client accounts opening
- Handle client instructions and inquiries
- Prepare daily and monthly reconciliation and management report

### **Requirements:**

- Degree holder in Finance or Economics or business related disciplines
- At least 6 months of settlement experience in HK and/or overseas futures/options market
- Proficiency in Cantonese and English with knowledge in Mandarin is an advantage
- Self-motivated, willing to learn and work under pressure, independently and multi tasks
- Immediately available will be an advantage