

Senior Corporate Actions Officer - Transaction Services (fixed term contract)

Banque Havilland offers traditional Private Banking Services to High Net Worth Individuals and Families across the globe. The Bank is committed to providing clients with a highly personal and professional service in all aspects of its operations. The success of this strategy is ensured through our team of highly dedicated employees who contribute to a strong service and client oriented culture.

The Bank's aim is to enable individuals and families' wealth to safely thrive, to help them fulfil their goals and realise their ambitions for themselves and for the next generations.

We are currently looking for an **Senior Corporate Actions Officer** for our **Transaction Services department** located in the head office in Luxembourg. This opportunity is for 1 year contract.

Key responsibilities

- Booking and follow-up of voluntary and mandatory corporate action events
- Booking of interest and dividend income
- Pricing of securities: daily check, update and pricing with external sources
- Opening of new securities and handling any requests relating to security master file
- Trailer fees handling
- General tax documentation and processing
- QI reporting, reconciliation and report preparation
- Knowledge of Securities Settlement is an advantage

You have

- SWIFT knowledge
- Previous professional experience in Corporate Actions
- Computer skills (Microsoft Word, Excel and Outlook)
- Attention to details and accuracy, good communication skills and stress tolerance

You are

- Motivated, well organized and responsible due to the cut-off time
- Fluent in English (written and spoken), other languages would be an asset

We offer

Located in bright and modern offices in Kirchberg-Luxembourg City, Banque Havilland was founded in 2009 and currently employs around 200 employees from all over the world. The Bank has presences in Monaco, Liechtenstein, Dubai and Zurich. We offer a pleasant and collaborative working atmosphere in a truly multicultural environment.

We believe that diversity & inclusion contribute towards increasing the collective performance of the bank. We are committed to creating a culture of inclusion that encourages individual development with equal opportunities for all.

We value empowerment, fairness, integrity and diligence, and your personal development is our priority.

If you are interested in taking this challenging opportunity, please send your application (cover letter, CV, supporting references) to the following e-mail address: **careerbh@banquehavilland.com**.

Only shortlisted candidates will be contacted by our HR team.

The personal information you provide in your job application will be treated confidentially at all times and will be processed in accordance with the applicable data protection law, in particular the General Data Protection Regulation (GDPR).

In compliance with the law of 23rd July 2016, the selected candidate will be requested to provide a criminal record (section 3).