

Job Position – Permanent contract
Job Type – Full time
Location – Luxembourg



Mizuho Trust & Banking (Luxembourg) S.A.

is part of the Mizuho Financial Group, a Holding Company,
which is one of the world's largest financial group.

Within the framework of our Luxembourg based activities, we are recruiting a:

Securities Settlement Employee (m/f) Permanent contract

to strengthen the Securities Settlement Section within the Securities Services
Department

Your responsibilities

- Ensure the proper execution of the tasks dedicated to the function, in accordance with the policies and procedures in place
- Monitor the STP process of incoming instructions and investigate on any non STP instructions received.
- Collect and input Free Format instructions.
- Supervise the settlement of securities
- Solve any mismatching with the concerned counterparty
- Monitor the cash positions for the Investment Managers and Custody clients and advise of any potential overdraft.
- Produce Euroclear's collateral projection report
- Book payable invoices to custodians and related accruals
- Perform the daily and monthly securities reconciliation and transitory accounts, including investigation
- Ensure correct completion of specific services as per contractual agreement
- Complete daily, monthly and annual control checklist
- Provide administrative support and complete all requested control checklists
- Make proof of sense and sound judgment towards risk awareness
- Inform the Section Head of all risks of error and actual errors as soon as detected and evaluate their impact
- Review the Settlement Section procedures on a regular basis.

- Create and review specification documents and participate to “UAT” for new developments with direct impact on SS section
- Ensure timeliness of client service in accordance with agreed deadlines
- Maintain highest possible level of client service
- Ensure compliance with accounting policies, departmental procedures and legislation
- Accomplish various tasks in a timely and qualitative manner
- Replace an absent Staff Member within the Section

Your profile

Education

- Bac + 3 Bachelor in Accounting, Banking or Economics, or equivalent experience
- Experience in the custody/securities business is an asset

Knowledge

- Good knowledge of banking and financial operations
- Excellent overall banking knowledge

Languages

Fluent in English. French would be an advantage but is not mandatory

IT skills

- MICROSOFT SUITE - Good knowledge of VBA/Macros is considered as an asset.
- THALER
- SWIFT

Personal skills

- Capable of dealing with facts and figures
- Perfectionist
- Accurate
- Constant focus on quality and client service
- Team player
- Analytical, communication and problem-solving mind

Job benefits

- Excellent work-life balance
- Harmonious and stable working environment
- Positive and inclusive environment
- Training and career development
- A hybrid working environment offering flexibility and the possibility to work from home
- Under the Collective Bargain Agreement
- Meal voucher and company pension plan.
- Free parking near the Bank

Criminal record: This position may require a condition of a good repute. The law on the financial sector provides that the good repute of a candidate shall be assessed on the basis of (i) criminal records and (ii) any evidence tending to show that the candidate is of good repute and offering every guarantee of irreproachable conduct. Eventually the candidate's name will also be screened through our name screening tool which imports, respectively, the latest versions of the World-Check blacklists, and runs an automated screening process of all names.

If you are interested in this position, please send your application, quoting the job position, and detailed Curriculum Vitae to: E-mail recruitment@mizuho.lu

Please note that, in the course of our recruitment process, we will collect and process certain of your personal data as detailed in our applicant privacy notice [<https://www.mizuho.lu/web/guest/en/contactus/recruitment>].

In case your application for employment is unsuccessful, we may continue to hold your personal data for future reference for a limited period of time not exceeding two years. You may access, modify or delete such data by simple request to recruitment@mizuho.lu.