Position: Officer (Asset Services)  
Organisation: SetClear Pte Ltd  
Location: Singapore

Company Summary

SetClear Pte. Ltd. is a Singapore based company that is part of the CLSA CITIC group. SetClear’s proposition lies in delivering an innovative, flexible, adaptable, and nimble trade settlements/agency clearing platform with global capabilities. At the heart is a message-based technology platform which utilises a work-flow oriented architecture leveraged by a globally distributed and integrated operational infrastructure. SetClear's Singapore operations will include global management roles in addition to being a central hub for all middle and back office activities. Most of these services will be supported by a fully automated electronic platform that will be backed up by a 24x6 Support Desk in Singapore.

SetClear is structured as a lean, efficient, independent company. With approximately 50 employees, SetClear’s small size offers the advantage of speed and flexibility while its activities will rank it among the top tier agency clearing businesses.

Job Description

The Officer will have an out-going personality and be capable of developing the trust and respect of others. Team orientated, he/she must be prepared to work closely with others in the best interests of the organization. He/she must be fluent in both written and spoken English and have a general familiarity with Microsoft Office. He/She should be willing and able to challenge existing processes and procedures, and suggest and implement changes where these are felt to be appropriate and necessary. He/she will be adept with IT and capable of specifying business requirements for enhancements or replacements for existing or new applications.

Reports to: Associate Director, Asset Services

Key Responsibility Areas:

- Custody transfers
- Stock Borrow & Lending processing
- Income payments processing
- Corporate Actions & claims processing
- Project participation, UAT testing
- Reconciliation issues

Key Contacts

Internal:

- Associate Director of Asset Services
- Head of Back Office
- Global Head of Operations
- Settlement and Transactions Services
- Trade Support
- Front Office
- Legal and Compliance
- Finance and Treasury
- IT
• HR

External:

• Customer Senior Management and key staff
• Agent banks (key contacts)
• Clients’ and counterparties (Front Office and Operations)

**Job Requirements**

• At least 2 years of experience in a securities/banking related industry or similar position
• Detailed knowledge of Equity markets and Bonds – their practices, procedures and trends
• Good communication and interpersonal skills to interact with all senior levels of management
• Graduate of a basic degree in business/banking related or unrelated discipline
• Knowledge of operations systems/applications commonly used in securities related industry
• Must be able to participate in change, identify opportunities and challenge current processes and practices

**Application**

To apply, please submit your detailed resume to Ms Nadiah Bohari at nadiah.bohari@clsa.com.

Only shortlisted candidates will be notified.