



## OFFICER (CORPORATE ACTIONS) - TRANSACTION SERVICES

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**Banque Havilland, a well-established wealth management group, offers services to both private and institutional clients, who can benefit from the advantages of a robust banking platform located across seven financial centres. 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.**

We are currently looking for an **Officer (Corporate Actions)** for our **Transaction Services department** located in the head-office in Luxembourg.

### Key responsibilities

- Pricing of securities: daily check and pricing with external sources
- Corporate actions: daily monitoring and preparing of corporate actions and income payments
- Opening of new securities: answering daily requests for securities openings (equities, bonds, derivatives etc.)
- Trailer fees handling: advising about trailer fee distribution
- General knowledge of tax documentation (e.g. DTT/QI/FATCA/CRS)

### Requirements

- Degree in Banking or Finance
- Minimum of 5 years professional experience in Corporate Action area
- Good knowledge of MS Office applications and common financial information systems
- Team player with strong analytical and communication skills and highly service-oriented
- Hands-on approach, working autonomously, quality oriented in a timely manner
- Ability to work under pressure and manage multiple tasks simultaneously
- Fluency in English (written and spoken), any additional language will be an asset
- Flexibility in working hours

The salary package offered will be commensurate with your professional expertise and experience. This position is available **immediately**. This is a unique and potentially career-defining opportunity for the candidate with the right spirit and experience.

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](mailto: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).

We are an equal opportunity employer, who believes that diversity is good for our people and our business. As such, we welcome applications from candidates without regard to their gender, age, racial or ethnic origin, religion or beliefs, sexual orientation/identity or disability.