



SECURITIES OFFICER - TRANSACTION SERVICES

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 a **Securities Officer** (permanent contract) for our **Transaction Services** department to join our head-office located in Luxembourg.

The jobholder ensures that all operations relating to securities are handled in a timely manner and with high quality.

Key responsibilities

- Booking of security transactions;
- Follow up of security settlement (via SWIFT and Web banking);
- Placing and booking of subscriptions / redemptions of funds (via SWIFT, Web banking Fax/e-mail to TA);
- Booking of derivatives (e.g. Options, Futures, CFD's) and follow up;
- Transfer free of securities;
- Daily reconciliation of securities in Corona and derivatives;
- Handling of physical securities;
- Knowledge of Corporate Actions is an advantage.

Minimum profile requirements

- SWIFT knowledge;
- Computer skills (Microsoft Word, Excel and Outlook);
- Attention to details and accuracy, good communication skills and stress tolerance;
- Motivated, well organized and responsible due to the cut-off time;
- Fluency in English (written and spoken), other languages would be an asset.

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.

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.