

Officer Corporate Actions Transaction Services

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 **Officer Corporate Actions** for our **Transaction Services department** located in the head office in Luxembourg.

Key responsibilities

- Corporate actions: process end to end workflow, deal with the daily notifications, instructions, transactions and settlement of voluntary and mandatory corporate events
- Process proxy voting and disclosure request
- Reconcile breaks and follow up pending files
- Investigate and analyse exceptions and solve issues in a timely manner
- Booking of trailer fees relating to Funds
- General knowledge of tax documentation (e.g. DTT/QI)
- Security master file / Pricing: Opening of securities and daily check pricing with external sources

You have

- Degree in Banking or Finance
- Minimum of 3 years professional experience in Corporate Action area
- Good knowledge of MS Office applications and common financial systems

You are

- Team player with strong analytical and communication skills and highly service-oriented
- Quality oriented and able to work autonomously
- Fluent in English (written and spoken), any additional language will be an asset
- Agility and flexibility using various business applications

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, London, 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).