

Asset Servicing (Senior) Specialist

Warsaw Asset Servicing is responsible for the accurate and timely processing of different corporate event types across multiple markets. This service includes collecting dividends and interest payments, processing corporate actions and applying for tax relief from foreign governments on behalf of customers.

The department interfaces directly with the local market entities including depository, counterparts and regulators as well as other Citi lines of business, internal and external clients. Asset servicing is a "core" ongoing service provided by Citi as a custodian.

Tasks:

- The accurate and timely processing of all events assigned (event creation and notifications; incoming instruction processing; preparation of instructions to the market; payment processing; settlement; reconciliation).
- Working closely with other team members and managers to address operational issues and work on other strategic initiatives.
- Ensuring that day to day processing requirements are complete and controls are adhered to.
- Preparing management reports, assisting with departmental initiatives and interfacing with the different teams and the various Asset Servicing locations to ensure timely and accurate processing of all activities on a daily basis within the given timelines.
- Escalating processing errors and potential risks to line manager upon discovery.
- Where relevant providing detail of exceptions and resolution date to Team Leader.
- Ensuring the timely resolution of all Cash and Stock Breaks.
- Participating in Contingency Testing.
- Assist with Team/ Department Projects.

Requirements:

- Higher education (finance, economy, banking or similar)
- Strong organizational skills.
- Previous experience in banking operations with understanding of financial products as an asset.
- Ability to multi-task.
- Excellent communication skills.
- Process work with excellent accuracy and attention to detail.
- Work well under pressure and meet deadlines.
- Strong numerical skills.
- Strong investigation and reconciliations ability.
- Controls Focused.
- Innovative thought process to help develop processes.

We offer:

- Possibility to work with professionals in the multicultural environment
- Opportunity to develop in an international environment in one of the greatest financial institution worldwide
- Opportunity to broaden the practical knowledge
- Social benefits (medical care, Benefit System, life insurance)

The external link for applications is:

<http://jobs.citi.com/pl/warsaw/operations/jobid9910364-asset-servicing-senior-specialist-iberia-team-jobs>