



## 1. JOB TITLE: Securities Services Operations Officer (1 Position(s))

**Job Location :** Head Office

**Job Purpose:**

Responsible for the day-to-day running of the Securities Services operations including Trade Settlements, Corporate Actions, Foreign exchange processing, Securities Reconciliation, Billing, Reporting, Central Depository Participant (CDP) Services, Registry Services and Brokerage Agency Services.

**Main Responsibilities:**

- Handle all aspects related to settlements of all securities within the required timelines of the market rules & directives and clients SLA to prevent any penalties or reputational damage levied against the bank.
- Monitor all upcoming corporate actions events which include equities and bonds.
- Ensure that processing/booking of FX is in line with SLA requirements and is completed accurately and timeously.
- Ensure daily reconciliation of cash and suspense accounts and positions of securities are balanced daily.
- Processing of clients' invoices, collections, and debtors managements/Billing management
- Facilitate customers to invest in the government securities.
- Facilitate issuing companies on the registry services.
- Facilitate customers and NMB branch network in all activities related to Brokerage Agency.
- Liaise with securities services Senior Managers and Operational Managers to ensure client satisfaction levels are maintained.
- Advise Line Managers of all system related problems as soon as identified.
- Implement regulatory changes that have an operational impact.
- Attend and proactively participate in all meetings / workshops / team buildings and provide input.
- Understand and manage risks associated with securities services and its impact to the bank.
- Ensure service is provided in accordance to the agreed standard Service Level Agreement.
- Ensure queries are responded to within turn-around times, adequate resolution and follow-through.

**Knowledge and Skills:**

- Knowledge of the Financial Markets
- Knowledge of banking products and services (including Operational products, Treasury, Custodial, Investment banking etc.)
- Computer Literacy
- Ability to learn new systems/processes and to grasp instructions quickly.
- High level of accuracy and attention to detail
- Good communication skills (verbal & written)
- Strong relationship management and interpersonal skills
- Excellent time management skills
- Excellent problem-solving skills
- Ability to perform optimally and to remain focused while under pressure.
- Ability to work in a team.
- Ability to adapt readily to change.
- Impeccable Integrity

**Qualifications and Experience:**

- Bachelors degree in business related studies
- At least 2 years' experience in custodial services/securities industry

*NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving gender balanced workforce.*

*Female candidates and people living with disabilities are strongly encouraged to apply for this position.*

*NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.*

Only shortlisted candidates will be contacted.

**Job opening date :** 10-Jul-2024

**Job closing date :** 24-Jul-2024

**2. JOB TITLE: Securities Services Relationship Officer (1 Position(s))**

**Job Location :** Head Office

**Job Purpose:**

Responsible for the day-to-day running of the Securities Services Activities including among others to drive effective sales, managing existing client relationship, call reporting, Trade Settlements, Corporate Actions, Foreign exchange processing, Securities Reconciliation, Billing, Reporting, Central Depository Participant (CDP) Services, and Registry Services.

**Main Responsibilities:**

- Drive effective sales initiation, pipeline management, call reporting and conversion.
- Liaise with securities services Senior Managers and Operational Managers to ensure client satisfaction levels are maintained.
- Originate deals in conjunction with Senior Managers from existing and prospective clients.
- Visit existing clients on a regular basis to understand client's needs and build relationships with them.
- Monitor settlements and ensure client positions are updated on their positions.
- Monitor all upcoming corporate actions events which include equities and bonds.
- Ensure that processing/booking of FX is in line with SLA requirements and is completed accurately and timeously.
- Ensure daily reconciliation of cash and suspense accounts and positions of securities are balanced daily.
- Process clients' invoices, collections, and debtors managements/Billing management.
- Facilitate customers to invest in the government securities.
- Facilitate issuing companies on the registry services.
- Facilitate customers and NMB branch network in all activities related to Brokerage Agency
- Implement the regulatory changes that have an operational impact.
- Attend and proactively participate in all meetings / workshops / team building and provide input.
- Understand and manage risks associated with the area of responsibility and its impact on the bank.
- Ensure service is provided in accordance to agreed standard Service Level Agreement.
- Ensure queries are responded to within turn-around times, adequate resolution and follow-through.

#### **Knowledge and Skills:**

- Knowledge of the securities industry
- Knowledge of Banking products and services (including Operational products, Treasury, Custodial, Investment banking etc)
- Computer Literacy
- Ability to learn new systems/processes and to grasp instructions quickly.
- High level of accuracy and attention to detail
- Good communication skills (verbal & written)
- Strong relationship and interpersonal skills
- Excellent time management skills
- Ability to perform optimally and to remain focused while under pressure.
- Ability to work in a team.
- Acting with Integrity

#### **Qualifications and Experience:**

- Bachelors degree in business related studies
- At least 2 years' experience in custodial services/securities industry

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