



JOB REF NO. CITI-#21312003

JOB TITLE: SECURITIES & DERIVATIVES ANALYST 1

JOB DESCRIPTION

THIS JOB ROLE IS LISTED AS PART OF CITI'S #BACKTOWORK HIRING CAMPAIGN.

The Securities & Derivative Analyst 1 is an entry level position responsible for processing orders and transactions originating from trading desks and branch offices in coordination with the Operations - Transaction Services team. The overall objective of this role is to assist in the clearance, settlement and investigation of client securities and derivatives transactions.

RESPONSIBILITIES

- Perform trade verifications to ensure accuracy of booking requests
- Generate and match trade confirmations according to the International Swaps and Derivatives Association (ISDA) templates
- Complete settlement tasks and daily rate revaluations accurately and on time
- Coordinate transaction processing issues to the appropriate department and collaborate on a solution
- Perform regulatory controls, account reconciliations, and record retention activities in accordance with established policies
- Prepare and submit periodic internal and external regulatory reports
- Participate in the periodic General Ledger (GL) proofing exercises as directed
- Appropriately assess risk when business decisions are made, demonstrating particular consideration for the firm's reputation and safeguarding Citigroup, its clients and assets, by driving compliance with applicable laws, rules and regulations, adhering to Policy, applying sound ethical judgment regarding personal behavior, conduct and business practices, and escalating, managing and reporting control issues with transparency.

Reporting to: Sec & Derivatives Mgr (AVP)

EDUCATION & QUALIFICATIONS:

- Relevant experience preferred
- Fundamental understanding of Treasury products, accounting and regulatory policies
- Proven ability to perform various concurrent activities/projects in a high-risk environment
- Demonstrated knowledge of macros
- Consistently demonstrates clear and concise written and verbal communication skills
- Bachelor's Degree/University degree or equivalent experience in Business, Accounting or Finance

Citi is an equal opportunity and affirmative action employer.

Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

Application Deadline: One month from job

Remuneration Package: to be discussed at interview stages

Working Hours: Mon - Fri 9am - 6pm

Work Location: 3 Changi Business Park Crescent, Singapore

Job Nature: Full-time / Flexible with work from home

Application Process:

1. Go to: <https://citi.wd5.myworkdayjobs.com/en-US/2>
2. Search for Job Reference Number '21312003'
3. Read the job specifications
4. Click 'Apply' and complete the application
5. Under the question 'How did you hear about us?', select 'Job Boards => Mums@Work'.