

**April 2024**

**Role: Equity Trade Matching and Settlements Clerk**

**Team: Operations**

**Office: UK - Remote or US – remote or based on NY Office**

**Reporting to: Trade Matching and Settlements Manager**

**Contract: Fixed term contract for 3 months with an opportunity to extend.**

**Hours: EST 9:00 – 5:00 or equivalent GMT hours**

An opportunity has arisen for a Equity Trade Matching & Settlement Clerk to join an entrepreneurial, established, and successful asset manager with a strong market reputation and track record run by unassuming high-calibre professionals with ambition and an appetite for growth. We have offices in London, Hong Kong, New York, and Japan.

TT strives to hire excellent individuals no matter who they are or how they got there. We are an equal opportunities employer welcoming people regardless of their sex, marital status, ethnic origin, sexual orientation, religious belief, or age. We recognise the benefits of neurodiversity and encourage anyone with the skills and experience required to apply. We offer hybrid working and endorse flexibility.

**Role Overview:**

The role covers all operational aspects of Equity Trade Matching & Settlements as well as other Middle Office functions. It will be specifically covering the United States, Canada, Brazil and Mexico and will focus on the upcoming US/CAD/MXN mover to T+1 settlement. The role will mainly cover pre-matching and settlements of equities, but will also include Futures clearing, FX and CFD's and will encompass other Middle Office functions including stock set ups and Trade support. The role is a fully integrated part of the Investment Operations Team supporting our Long Only and Hedge Fund products and as such offers ample opportunities for professional growth and carries a high level of responsibility. Development of close working relationships with our executing brokers and diverse custodians and prime brokers is essential.

**Key Responsibilities:**

- Daily management of equity trade settlements and failing trades including liaising with custodians, prime brokers and brokers.
- Raising of manual instructions for non STP (straight-through processing) transactions.
- Maintaining Omgeo Alert and SS&C databases in respect of standard settlement instructions.
- Maintaining fund/country settlement matrix of permitted markets for managed accounts.
- Trade matching across asset classes with external counterparties.
- Daily processing of subscriptions and redemptions across funds.
- Ad hoc project work.

**Key Skills, Competencies, Attributes & Experience:**

- Experience in a similar role and a full understanding of equity trade settlements is essential. Particular experience with DTC and US settlements is required.

- A working knowledge of Omgeo CTM or experience of a similar trade matching system is desirable and of the LVTS Longview Portfolio Management System & Beauchamp Accounting System would be advantageous.
- Pro-active, self motivated and willing to be involved with all aspects of investment operations.
- Systems competent and proficient in Excel.
- Ability to work in a team and to communicate clearly.
- Attention to detail and accuracy.
- Willingness to take responsibility.