



The **Securities & Derivatives Senior Manager** is a senior 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 facilitate the clearance, settlement and investigation of client securities and derivatives transactions.

Responsibilities:

Identify project resources, monitor work and budget, and mitigate risks
Ensure satisfactory completion of daily project operations in backing of existing and new clients, including all regulatory requirements
Develop, implement and track appropriate KPIs (key performance indicator) and SLAs (service level agreement) for the group
Recommend and implement new systems and enhancements to securities processing procedures
Provide an in-depth analysis and develop solutions to issues related to securities processing or hedge fund activities
Conduct discovery and due diligence activities with clients to meet their needs
Assess service quality and identify areas for improvement
Advise and coach new/lower level personnel
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.

Qualifications:

6-10 years of relevant experience
Subject matter expert in at least one area of Securities and Derivatives processing
Advanced knowledge of hedge funds activities including calculation of Net Asset value (price), recording of corporate actions, reconciling cash and holdings, and pricing of securities
Consistently demonstrates clear and concise written and verbal communication skills

Education:

Bachelor's Degree/University degree or equivalent experience
Master's degree preferred

Time Type:

Full time

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