

Job Advert Details

Why join us?

Markets and Securities Services (MSS) provides comprehensive global, regional and domestic fund services including fund administration, global custody, corporate trust and loan agency, sub-custody settlement and trustee services to the international asset management industry. Global Trustee and Fiduciary Services (GTFS) is an integral part of MSS, and are appointed to provide an extra layer of protection to fund investors by safekeeping the assets of the fund and monitoring the activities of the fund as well as its stakeholders. We carry an overarching obligation to act in the best interest of those investors.

The Opportunity:

Senior Trustee Administrator is a role that entails the protection of investor assets and monitoring Fund Managers' activities, with a responsibility to act in the best interest of investors. The incumbent will be working in an automated/semi-automated/manual environment within Global Trustee and fiduciary Services Colombo (GTFS) that demands working with multiple stakeholders from upstream and downstream teams within Markets and Securities Services. This role would be responsible for both performing and reviewing deliverables with consistently high levels of accuracy and timeliness, thereby ensuring the highest quality of service to clients while meeting our regulatory and fiduciary obligations.

What you'll do:

- Work with a team providing trustee and fiduciary services to Country offices.
- Responsible for performing and reviewing of team deliverables and sign off to the Country office.
- Take complete ownership of & provide 100% accurate signoff to Country office, meeting agreed quality and timing targets: Meet deadlines set by Country office / clients and ensure highest quality delivery to the client.
- Responsible for second stage troubleshooting / resolving of all issues to ensure the daily delivery as per the PLA.
- Active participation and support in migration / re-migration of funds.
- Be able to interact confidently with the Country office team on, resolving operational issues, coordinating training sessions and discussing errors.
- Formulate and implement robust control mechanism to eliminate risk (if any)
- Promote team work and sharing of best practices with the team and across other teams wherever there is positive impact on the process.
- As required, liaise with applicable Fund Administration contacts and upstream teams in the City offices as well as business area to communicate information and resolve issues on a timely basis.
- Adherence to standard operating procedures as prescribed by the Operating Model.
- Carryout enhancements to procedures, process notes, checklists and, internal processes as and when required.
- Escalate important developments in a timely manner and maintain high quality communications across all stakeholders.
- Undertake/conduct trainings/cross training for all staff including existing and new staffs and monitor the same in an ongoing basis.
- Perform any additional responsibilities that may be required by the Senior Administrator in support of the on-going management and development of the team.
- Assist management to drive process improvements.
- Act as the primary contact for Business Partners in relation to any query related/exceptions raised by the Country office and also deputize for the Manager in his absence and manage operations.
- Maintain HSBC internal control standards, including timely implementation of internal and external audit points together with any issues raised by external regulators.

Qualifications

What you will need to succeed in the role:

- Applicant should have a Bachelor's degree in Commerce, Finance or significant progress towards a degree or a professional qualification such as CIMA, ACCA, CISI, AAT or CMA

Professional Skills & Experience

- At least 18 months experience in Fund administration / Trustee administration field
- Complete understanding of Trade Life Cycle
- Excellent knowledge of Capital Markets and Financial instruments.
- Excellent knowledge in accounting principles and fundamentals of Accounting.
- Excellent understanding of the E2E Fund Accounting Model.
- Ability to update, manage and analyze MI related activities.
- Possess good analytical and problem-solving skills.
- Excellent command in verbal and written English
- Proficiency in Microsoft EXCEL is essential.

Personal Skills & Qualities

- Excellent interpersonal and team work skills.
- Organized and detail oriented.
- Ability to assist other staff with application and systems issues
- Ability to re-prioritize workloads due to changing circumstances; meet strict deadlines.
- Personal qualities aligned to HSBC core value and standards

What additional skills will be good to have?

- Knowledge in custody, brokerage, depository, investment accounting, mutual funds and reconciliations
- Additional qualifications related to the financial industry will be given preference

Want to Apply?

- All applicants must have successfully completed their probation period
- All applicants must have a minimum performance rating of Good and behavior rating of Good in the last year end appraisal
- All applicants should have served at least 18 months in their current functional role and department
- Applicant should inform their Line Manager prior to applying
- Application form should be submitted on CareerLink along with their updated CV
- All the completed applications should be submitted on CareerLink by 11:59 PM on the closing date
- Applicant should not been previously declined for the same position within the last 6 months on the date of submission of their application & the time of selection.
- Applicant should not been on ANY form of Corrective Action within the last 6 months from the date of application
- Right to work is required. Local employment rulings and restrictions will apply.
- Applicants who meet the required minimum score at the interview may be placed in a pipeline for a period of 3 months to fill any vacancies which may arise for the same position during the immediate 3 months from the IJP closure date. The final decision to place an individual in the pipeline rest with the business head concerned
- Applications of candidates who do not adhere to guidelines during any technical assessment that is conducted as part of the selection process will be disqualified and not progressed thereon.