



BNY MELLON

Securities Data Management Administrator- CPU

WE'RE INVESTED IN OUR PEOPLE

Client success begins with our people. That's why we invest in the future of each BNY Mellon employee. And with teams in 36 countries serving more than 100 markets, we offer lots of opportunity to pursue your passion for excellence. From institutions to corporations to high-net-worth individuals, our clients know they can count on our people for their investment-related need. Thought leaders in the fields of investment management and investment services, our people provide the intellectual capital and insights for our clients to capitalize on. Together, we create the innovative services, strategies and products that help power success in our industry. Together, we grow and thrive, paving the way forward for our clients and for us.

Security Pricing

- Perform daily checking of foreign exchange rates, manual price input, price exception validation, mark to market pricing and stale price review for a variety of clients.
- Maintenance of manual price & stale price information ensuring details are updated as per agreed guidelines and procedures. Ensure items are followed up on a regular basis and kept to a minimum.
- Ensure scheduled work is completed by agreed deadlines, checklists are signed and files contain all required information prior to closing and filing.
- Where volumes are high, flag any potential service delivery issues as early as possible and assist other team members as directed by supervisor.

Standing Data

- Understand the theoretical/technical nature of all security, expense and fund types on Fund Accounting platform.
- Prompt and accurate processing of security set-ups and daily update of MIS information.
- Review of Compliance Master reports ensuring data exceptions are followed up and resolved in a timely manner.
- Reconciliation of key information from Fund Accounting platform to Bloomberg



BNY MELLON

BNY Mellon is a global investments company dedicated to helping its clients manage and service their financial assets throughout the investment lifecycle.

Whether providing financial services for institutions, corporations or individual investors, BNY Mellon delivers informed investment management and investment services in 35 countries and more than 100 markets.

BNY Mellon can act as a single point of contact for clients looking to create, trade, hold, manage, service, distribute or restructure investments.

Additional information is available at www.bnymellon.com

Quality Control

- Prompt and accurate data input and checking to ensure “Key Performance Indicators” of 99.75% accuracy and 97.5% timeliness are achieved and exceeded where possible.
- Ensure all records and closed files are sorted according to agreed filing standards and archived as required.
- On-going review of daily controls and communication of any new training or suggested procedural changes to supervisor.

Requirements:

- Strong clerical and keyboard skills with particular focus on accuracy and attention to detail.
- Proficiency in using Microsoft packages including Excel.
- Excellent teamwork, interpersonal, oral and written communication skills.
- Excellent analytical, organizational and time management skills.
- Professional approach to work and personal appearance.

What we offer:

- Excellent training, growth and professional development opportunities
- Competitive Pay
- Private Medical Cover and Group Life Insurance
- Sports, Social and Charity events
- Opportunity to take part in various projects

How to apply:

If you are interested to join BNY Mellon, please contact with me for more details on e-mail:

magdalena.ulatowska@bnymellon.com

or please apply on our website <https://jobs.bnymellon.com/>