

Senior Corporate Actions Consultant, Melbourne

Who we are

Northern Trust provides innovative financial services and guidance to corporations, institutions and affluent families and individuals globally. With 130 years of financial experience and nearly 20,000 partners, we serve the world's most sophisticated clients using leading technology and exceptional service.

What we do

Northern Trust's international business has grown dramatically over the last decade. Some of our largest clients are located in Asia and Australia, which represents a rapidly growing client base for the company. Since 1986, we have been serving clients in Asia-Pacific (APAC), including corporate pension funds, investment managers, insurance companies, government agencies, family offices and corporations. Our intricate understanding of the region allows us to provide unique insights and strategic perspectives to our clients. Currently, we have client offices in Beijing, Hong Kong, Melbourne, Singapore, Seoul, Tokyo and Kuala Lumpur.

What you will do

You will be responsible for overseeing the local processing teams to make sure the service we are contracted to for a significant global client is being met based on the Service Level Agreement and the accompanying Global Target Operating Model.

This role will require a client specific focus at all times and will incorporate promoting a positive client relationship. In addition, the role will require undertaking a level of market research in order to provide up to date and accurate information earlier than currently facilitated through the standard workflow.

Working with global partners in the same role to manage this global client, the role will include participation internally into forging best practices and to keep the client service consistent at all times and will require communication to senior management and clients (e.g. service reviews or due diligence).

The successful candidate will be expected to maintain a high level of concentration and keep to a consistent client focus. The position also requires working closely with other departments within IOO (Trade Processing & Control, Client Administration & Reporting, Data Management and Pricing etc.).

The successful candidate will be self-motivated and enjoy working within a team.

1. Responsible for processing all forms of Voluntary and Mandatory corporate events and balancing and reconciliations related to Rights issues, Tenders and other Complex offers
2. Client and Investment Manager query management
3. Ensures day to day deliverables are met. Checklists are to be prepared and submitted to the next level on a daily basis.
4. Responsible for identifying and resolving problems within established guidelines
5. Running and creating formal reports
6. Expected to use some initiative to resolve complex problems in conjunction with supervisors/experts
7. Knowledgeable in all the core aspects of the job
8. Works effectively as a team member but also independently

Your Knowledge/Skills:

- Have an in-depth understanding of a wide range of mandatory and voluntary Corporate Action event types across major markets and across all instrument types plus knowledge of related areas
- Experienced in proactively seeking market data via various information sources
- Experience in Investment Operations Outsourcing preferable
- Able to manage the client expectations, meet deadlines and communicate effectively and proactively on a day to day basis with the client
- Strong time management skills, with the ability to prioritise tasks
- Excellent team player demonstrating the ability to work as part of a team, progressing towards shared goals
- Strong communication, relationship management, analytical and problem solving skills
- Must be organised and have the ability to pay close attention to detail and work on own initiative
- Be proactive when encountering new challenges
- Willing to carry out complex or high profile activities e.g. direct interaction with client and senior management.

Senior Corporate Actions Consultant, Melbourne

- Lead projects and/or train other team members with a focus on maintenance and implementation of procedures in the function

As of June 30, 2020, Northern Trust Corporation had:

- \$12.1 trillion in assets under custody/administration
- \$9.3 trillion in assets under custody
- \$1.3 trillion in assets under management
- \$151 billion in banking assets

As a Northern Trust partner, you will be part of a flexible and collaborative work culture, which has a strong history of financial strength and stability. Movement within the organization is encouraged, senior leaders are accessible, and you can take pride in working for a company that is committed to strengthening the communities we serve!

We recognize the value of inclusion and diversity in culture, in thought, and in experience, which is why Forbes ranked us the top employer for Diversity in 2018. In Australia, we are actively involved in many ways with both community and diversity organisations, which includes charity participation days. For families we offer a very generous parental leave scheme, and all staff have access to subsidised health insurance if they choose.

We'd love to learn more about how your interests and experience could be a fit with one of the world's most admired and ethical companies. Build your career with us and apply today!

- Want to learn more about our company? Visit www.northerntrust.com
- We are a leading global financial institution- Click [here](#) to check out our company accolades!

For a private discussion please contact Gez Williams on +61 3 9935 8204.