

Corporate Actions Analyst

- **Base Salary Range of \$70k - \$80k**
- **International and Australian Corporate Actions experience sought**
- **End to End/Holistic process with Custody Experience preferred**

Who we are

For more than a century, Northern Trust has worked hard building our legacy of outstanding service, expertise, and integrity. From a Chicago-based bank founded in 1889, we now have more than 20 international locations and 16,500 employees globally. We serve the world's most-sophisticated clients – from sovereign wealth funds and the wealthiest individuals and families to the most-successful hedge funds and corporate brands.

What we do

We burnished our reputation as a global leader delivering innovative investment management, asset and fund administration, fiduciary and banking solutions enabled by sophisticated, leading technology. And through it all, we continually laid a solid, forward-looking foundation on which future generations can continue growing and achieving greater.

What you will do

Under direct supervision, you will be responsible for handling and processing of routine transactions such as balancing and reconciling of positions related to mergers, conversions, and redemptions. Corporate Actions deals with stock and cash and the prime responsibility of the team is to timely notify the fund managers on all voluntary and mandatory corporate actions and act upon the fund managers instructions within the given deadlines. It is an entry level position with opportunity to develop professionally.

1. Responsible for processing all forms of Voluntary 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. Working towards becoming proficient in all areas of the job
7. Expected to use some initiative but refer more complex problems to supervisors/experts
8. Knowledgeable of the core aspects of the job
9. Works effectively as a team member but also independently

Your Knowledge/Skills:

- A College or University degree and relevant work experience
- Good oral and written communication skills are required
- Analytical and problem solving skills
- Attention to detail is required
- Functional / Industry Knowledge
- Understanding of banking procedures.

As of March 31, 2020, Northern Trust Corporation had:

- \$10.9 trillion in assets under custody/administration
- \$8.3 trillion in assets under custody
- \$1.1 trillion in assets under management
- \$162 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.

NTAC:3NS-20

NTAC:2SE-18

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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!

The closing date to apply for this role is 6 July 2020 and we will be in touch with an update within two weeks.