

Corporate Actions Analyst, 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

As the Corporate Actions Analyst you will be well versed in the handling and processing of routine transactions; balancing and reconciling of positions related to mergers, conversions, and redemptions. You will serve as a key subject matter expert within the corporate actions team, dealing with more complex issues whilst providing day-to-day support, coaching and guidance to Corporate Action analysts

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:

- Functional Industry Knowledge : Understanding of Corporate Actions procedures Domestically and ideally within APAC
- Ability to innovate particularly across the technology and systems used
- Good oral and written communication skills are required
- Core analytical and problem solving skills
- Attention to detail in a deadline driven environment
- A College or University degree and/or relevant work experience

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!

NTAC:3NS-20

NTAC:2SE-18

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- 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.