

## **OPERATIONS ANALYST, ASSOCIATE**

### **WHO ARE WE**

Haitong Bank, S.A. is part of Haitong Securities Co. Ltd, which is one of the leading investment banks and securities firms in China. Haitong Group is present in 14 countries in Asia, Europe, North America and South America, providing securities brokerage, wealth management, investment banking, asset management, private equity, and financial leasing services. Haitong Bank offers expertise in financial products such as structured finance, capital markets, M&A advisory, corporate derivatives, fixed income and asset management, through its operations in Portugal, Spain, UK, Poland, Brazil and Macau.

Established in October 2021, the Haitong Bank Macau Branch is the first investment bank present in Macau. The Branch aims at capturing business flows in the Greater Bay area, and bridging the region with international markets, taking advantage of Haitong's worldwide presence and deep knowledge of the Chinese market. The Macau Branch offers investment banking services including financial advisory on Mergers and Acquisitions and Debt and Fixed Income services to Corporate, Institutional and Private Equity Clients.

### **OPERATIONS DEPARTMENT**

We have one opened vacancy for an Operations Analyst at the Operations Department. The role will be mainly responsible for control payments, receipts and cash balances, handling Client(s) and Counterparties account opening and database management.

### **KEY RESPONSABILITIES**

Key tasks and responsibilities may include:

- Review counterparty and account opening forms (KYC documents) and documentation;
- Create and maintain client and counterparty records in the systems;
- Review and update client and counterparty physical and logical records;
- Control and reconcile nostro accounts and custody accounts (cash);
- Process transactions on client accounts;
- Process and control payments and remittances in the different currencies and payment systems (SWIFT, and Macau RTGS);
- Process, confirm and settle money market;
- Prepare the daily cash flows report;
- Other duties assigned by Line Manager.

### **PROFILE**

- 1-3 years of experience in similar functions;
- Strong knowledge in payment systems;



- Fluent in English and Chinese languages.

If what you read inspires you, then do not hesitate to send us your CV to [Macau.Careers@haitongib.com](mailto:Macau.Careers@haitongib.com).

We would love to hear more from you. Please note that we will only reply to selected applicants.

**Haitong Bank is an equal opportunity employer and proud to provide equal employment opportunity to all job seekers. We are actively committed to ensuring that no individual is discriminated against on the grounds of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation.**