

JOB DESCRIPTION FORM

CNB Finwiz Pvt. Ltd.

JOB OVERVIEW			
JOB TITLE	Back office Executive		
JOB NO. / ID		DATE	
JOB LOCATION	Noida		
GENERAL DESCRIPTION	A Graduate with working experience in Stock broking industry.		
DIVISION / DEPARTMENT	Back Office	REPORTS TO: NAME	Ravinder Singh
SUBDIVISION		REPORTS TO: TITLE	HOD
POSITION DETAILS			
<input checked="" type="checkbox"/>	FULL-TIME	<input type="checkbox"/>	PART-TIME
<input type="checkbox"/>	CONTRACTOR	<input type="checkbox"/>	INTERN
DETAILED RESPONSIBILITIES	<p>Exchange files processing in Back office software and client reporting NSE, BSE AND MCX. Daily/Weekly/Monthly compliance report preparation and checking. Daily Reconciliation of client & Settlement Bank accounts. Update client Receipt/Payment entries in BO and allocation at NMASS. Day to day client services Monthly Turnover reconciliation with exchange. Monthly GST invoicing to clients. Deposit and Holding file send to RMS Team in morning before market hrs. Monthly/Qtrly Settlement of client accounts. Daily Payin Payout Verification & Prepare Banking Entries for Payin Payout, DP Charges, T Bill & Custodian. Client Fund Allocation- BOD, intraday and EOD and shortage monitoring. DP Work Monitoring.</p>		
REQUIREMENTS	<p>Knowledge of Shilpi software and MS Excel. Knowledge of Exchange file processing in Back office software and client reporting Good in daily Reconciliation of client & Settlement Bank accounts. Knowledge of entries of client Receipt/Payment. Knowledge of Monthly/Qtrly settlement of client accounts. Knowledge of day to day DP working and compliances.</p>		
WORK EXPERIENCE REQUIREMENTS	2-5 year experience		
EDUCATION REQUIREMENTS	Graduate in any stream		
POSITION FILLED (For office Use Only)			
PERSON HIRED		DATE HIRED	

REVIEWED BY: NAME & TITLE	
APPROVED BY: NAME & TITLE	
ADDITIONAL COMMENTS	