

VACANCY



WE ARE
GROWING!

About Us

The South Pacific Stock Exchange (SPX) is the only Securities Exchange operating in Fiji and is licensed and regulated by the Reserve Bank of Fiji. The SPX facilitates mobilisation of funds through capital raising in the primary market and provides an effective, fair and transparent platform for the trading of securities in the secondary market. The SPX's wholly owned subsidiary, SPX Trustees Limited (SPXT) undertakes the function of a Trustee in relation to borrowers that conduct bond issuances as well as provides trustee services for beneficiaries under Energy Fiji Limited.

Positions Required

We are currently looking for highly motivated individuals to fill the position of a **Clearance and Settlement Officer** and a **Trustee Officer**.

The successful applicant for the Clearance and Settlement Officer role will be responsible for:

- Carrying out clearance and settlement of all trades executed on the SPX platform
- Liaising with brokers to ensure receipt of timely settlement payments and necessary documentation
- Conduct data entry for market and financial analysis
- Reviewing settlement processes and streamlining where applicable
- Coordinating with Markets Analyst and Compliance Officer for market operations and surveillance purposes

The successful applicant for the Trustee Officer role will be responsible for:

- Maintenance of Trust register and processing of transfers
- Management of dividends for trust beneficiaries
- Providing support during establishment of trusts and onboarding phase for clients
- Trustee Operations Management including oversight of regular reporting schedule by clients and annual due diligence assessments
- Handling beneficiaries and client queries

Minimum Requirement

- The successful applicant for each role shall have a Degree in Accounting, Finance, Economics and/or or any other related areas
- Be flexible and stress resistant and have effective communication and interpersonal skills

A good working knowledge of Fiji's Capital Market would be an added advantage for both positions.

How to Apply

Applications for the above positions clearly marked either as "Clearance and Settlement Officer Vacancy" or "Trustee Officer Vacancy" together with detailed curriculum vitae, academic transcripts and references shall be e-mailed to vacancies@spx.com.fj

Applications must be received no later than 5pm on Friday, 24th June 2022

"SPX IS AN EQUAL OPPORTUNITY EMPLOYER"