



JOB DESCRIPTION

Job Title:	Senior Associate	Bank Level	300 _ SA
Legal Entity:	SS CORP SVCS MUMBAI PVT LTD	Business Line	GPD Accounting

State Street Corporation (NYSE: STT) is one of the world's leading providers of financial services to institutional investors, including investment servicing, investment management and investment research and trading. With \$33.99 trillion in assets under custody and administration and \$2.81 trillion* in assets under management as of September 30, 2018, State Street operates in more than 100 geographic markets worldwide, including the US, Canada, Europe, the Middle East and Asia. For more information, visit State Street's website at www.statestreet.com.

*This figure is presented as of September 30, 2018 and includes approximately \$28 billion of assets with respect to SPDR products for which State Street Global Advisors Funds Distributors, LLC (SSGA FD) acts solely as the marketing agent. SSGA FD and State Street Global Advisors are affiliated.

Business Line Information	Please mention any unique selling points of the role/department in this space
<p>Purpose of Role: (Summarizes the job's intent and why it exists, in one or two sentences) <i>Confirm department/teams the role will interact with on a day to day basis</i></p>	The main function of the role is: Work in conjunction with individuals on the team as well as other Shared Services/COEs, outsource partners, Client Operations, other business units as needed to ensure seamless processing according to the fund's policies, to ensure NAV/yield accuracy and that all SLAs are met.
<p>Major Responsibilities: (Identify 5-8 major responsibilities performed by the job. Include the approximate percentage of time performing each responsibility during a typical week/month. If the percentage of time performing a function is less than 5%, that function should not be listed)</p>	<p><u>Role specifics:-</u></p> <p>Individual Contributor</p> <ul style="list-style-type: none"> • Manage the day-to-day activities of a functional/oversight team by monitoring, reviewing and validating all daily activity to ensure accuracy and timeliness in calculations and processing, as well as adherence to controls, e.g. ensuring accurate g/l and/or balance for daily pricing • Provide timely accurate management reporting and issue log maintenance, under moderate supervision • Research and resolve exceptions and issues • Escalate unresolved issues to management as required • Reconcile and resolve discrepancies with other Shared Service teams, external clients and Client Operations as needed • Ensure all inquiries are resolved in a timely and accurate manner and communicates effectively with client when necessary • Ensure appropriate records of daily and monthly activities are kept

	<ul style="list-style-type: none"> • Coordinate effective and timely flow of critical information to all relevant parties and follows up on administrative details within the department • Oversee the adherence to Standard Operating Procedures • Maintain knowledge of current alternative procedures and processes • Assist with workflow management and technology enhancement, make suggestions to streamline operations • Document any updates or changes to formal procedures, databases, etc. • Participate in projects as well as prepare and verify information for those various projects/special requests as directed • Train, develop and motivate new staff and complete performance appraisals • Provide staffing recommendations by interviewing new personnel • Coordinate and supervise work efforts when multiple Associates are needed to complete work • Provide coaching and development opportunities to staff, participate in individual on-going training and development • Has accountability and responsibility for completing and delivering PPRs on time • Make effective recommendations to hire, discipline, control work and terminate employment • Make effective recommendations for promotions, salary increases and bonuses. • During the course of normal day to day operations, responsible for identifying any unusual or potentially suspicious transaction activity and must report and/or escalate in accordance with corporate policy and guidelines detailed in relevant operating procedures. • Perform duties of Associates if required, perform other duties as assigned.
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PERSON SPECIFICATION

Level of Education/ Specific Qualifications:	<p><u>Education Requirements:</u></p> <ul style="list-style-type: none"> •Novice to Competent with a Bachelor’s degree or equivalent work experience with a focus in Accounting, Economics, Finance, Technical or related field preferred. •Proficient with Microsoft Office Products (Excel, Word) •Location: Mumbai – multiple shifts available •Excellent communication, organization, interpersonal planning, and analytical skills •Deadline and detail oriented
Skills and Experience - interpersonal, numerical, problem-solving, analytical, etc	<p><u>Experience Requirements:</u></p> <ul style="list-style-type: none"> • Minimum of 2-4 years of related Custody and/or Fund Accounting experience. • Knowledge of securities language and legal requirements. • Good interpersonal and organizational skills. • Some understanding of operational functions within Custody and/or Fund Accounting.

	Demonstrated computer proficiency and working knowledge of various software applications.
Required Competencies - motivation, team skills, ability to work under pressure, etc.	<ul style="list-style-type: none">▪ Demonstrated ability to meet deadlines and possess strong problem solving and resolution skills.▪ Some understanding of financial services and investment products.▪ Strong attention to detail and a focus on service.▪ Strong PC skills, specifically Excel skills (Intermediate)▪ Strong written and verbal communication skills▪ Ability to prioritize multiple responsibilities to meet internal and industry deadlines.▪ Strong problem resolution skills▪ Ability to work well in a fast paced, high volume atmosphere