

Position Vacant	Back Office Operation
Job Description / Responsibilities	<p>Comprehensive knowledge and experience of broking transaction, settlement processes and systems.</p> <p>Up to date on latest technological developments in broking operations.</p> <p>Institutional Broking :</p> <ul style="list-style-type: none"> ➤ Process of Institutional trading with LD Software (Apex Infovision) and updation of STP with FT & NSEIT and NSDL Software. ➤ Confirmation of STP with Institutional clients and Custodians. ➤ Modification of CP Code, CLD, OTR of Institutional Trades with NCMS (NSE software) and upload of 6A/7A in BSE. ➤ Maintenance of Institutional Client Master, Brokerage Master, Charges Master etc. ➤ Making of entries related to Institutional Brokerage and verifying with Back office brokerage calculations. <p>Retail Broking :</p> <ul style="list-style-type: none"> ➤ Creation of Retail clients in LD software(Apex Infovision) ➤ Upload of KRA details of client in all KYC registry and Exchange website ➤ Download and Process of retail trades and preparation of contract note and bill and send the same through email. ➤ Checking of brokerage charges, Levis and Taxes and tally with Exchange statement. ➤ Downloading & Checking the files of related daily settlement and Exchange dues for BSE & NSE. ➤ Margin reporting to Exchange for Derivative segment. ➤ Dividend entries of clients in back office software. ➤ Preparation of documents for Internal Auditor and Exchange inspection team. ➤ Preparation of MIS for Management. ➤ Attending customer queries related to Back office.

	<ul style="list-style-type: none"> ➤ Transfer of Demat shares from Broker pool account to Client Beneficiary account and vice versa. Co-ordination with Bank's Demat department for demat broking issues. ➤ Work with control functions such as Legal, Compliance, Tax and Risk to carry out periodic review of products to ensure that they are offered within policies and regulations.
Job specific skills	<ul style="list-style-type: none"> ➤ Excellent skills of client relationship and communication. ➤ Ability to work well under pressure and follow through on items to completion while maintaining a professional demeanor. ➤ Team player with the ability to work independently or with cross-functional groups.
	<ul style="list-style-type: none"> ➤ Experience in Back Office (Institutional and Retail) in Broking organization and working with LD software are preferred. ➤ Strong skills in Microsoft Office (Excel, PowerPoint, Word).
Educational Qualification	Graduate, with preference for relevant post graduate qualifications
Minimum Experience	10 - 12 Years
CTC OFFERED	Compensation will not be a limiting factor for the right candidate and will be discussed on a case by case basis.
Location of posting	Mumbai
Email to be sent to	<p>Applications should be submitted on our email careers@bobcaps.in</p> <p>Please mention "Application for the post of Back Office Operation" in the subject. Applications with any other subject will not be accepted.</p>
Website	www.bobcaps.in
Contact Person	Ms. Suchitra Bangera
Contact No.	022-61389300
Last Date for application	11 th December 2020 by email at the above email id