



Job Details	
Job Title	Recalls and Returns Administrator, Principal Lending - 6 Month Fixed Term Contract
Legal Entity	BNP Paribas Securities Services Branch
Location	London
Business Line / Function	MFS
Business Unit / Team	Principal Lending Team

Bank Overview
<p>BNP Paribas is a leading bank in Europe with an international reach. It has a presence in 73 countries, with more than 196,000 employees, including around 149,000 in Europe. The Group has key positions in its three main activities: Domestic Markets, International Financial Services (whose retail-banking networks and financial services are covered by Retail Banking &amp; Services) and Corporate &amp; Institutional Banking, which serves two client franchises: corporate clients and institutional investors.</p> <p>BNP Paribas Corporate and Institutional Banking is a globally recognised leader offering capital markets, securities services, financing, treasury and advisory solutions.</p>
Business Area/Dept Overview
<p>The Principal Desk's mission is to build a business that is profitable, sustainable and referenced by clients; and share in the success it brings. Four main priority exist:</p> <ul style="list-style-type: none"> <li>- Be known for service excellence</li> <li>- Serve the right clients</li> <li>- Increase operational efficiency</li> <li>- Engage and develop</li> </ul>
Purpose & Scope of role
<ul style="list-style-type: none"> <li>• Securities Lending is an investment strategy whereby investors make short term loans of their securities to generate incremental revenues from their portfolios.</li> <li>• Principal securities lending offers institutional investors the opportunity to generate returns through the provision of a guaranteed return on their investment portfolio.</li> <li>• The Principal desk exists to provide securities lending services to our clients, which is considered as a value added product to accompany global custody, fund administration and middle office outsourcing.</li> </ul> <p>Principal securities lending encompasses the provision of fail coverage services to local custody clients and opportunity lending to investment banks, broker dealers and other custodial clients of the bank.</p> <ul style="list-style-type: none"> <li>• The London desk forms part of a global principal securities lending offer:</li> <li>• London desk: Equities</li> <li>• Paris desk: Short Term Interest Rates (STIR):</li> <li>• Hong Kong desk: Both Equities and Short Term Interest Rates (STIR)</li> </ul>



## Key Responsibilities of role

- Administrative responsibilities for the securities lending desk in London. Working alongside a small trading team to assist with daily processes.
- Booking and management of returns
- Implement recalls as a result of client sales
- Review and follow up of failing trades with Settlement teams
- Be the liaison between trading and operations. Provide operations, corporate actions, income, static, reconciliation and billing teams with relevant information to facilitate their daily tasks.
- Check corporate action and income reporting on a daily basis
- Assist with returning securities prior to periodic exclusive client recalls, record dates and AGMs
- Provide support for Hong Kong desk, post APAC market close
- Checking counterparty risk exposures
- Review of end of day short positions
- Enhance control procedures where applicable, including publishing regular updates of procedures.

## Experience, Qualifications & Competencies

### Essential

- Excellent interpersonal skills. Needs to be an effective communicator. Must be able to speak with conviction to traders at counterparties regardless of their seniority
- Technical, accuracy and numerical skills
- Ability to work under pressure in a small enclosed team environment
- Self-starter, self-managed, with an ability to create and develop ideas
- Attention to detail

### Preferred

- Flexible attitude to working hours

How to apply – [Job offer Recalls and Returns Administrator, Principal Lending - 6 Month Fixed Term Contract - BNP Paribas \(group.bnpparibas\)](#)

Salary £25,000 pro rata for 6 months

Open to school/college leavers and graduates

Closing date – 7<sup>th</sup> May 2021

Start date - ASAP