

Skopje, Macedonia, February 9-11, 2015

BACK-OFFICE OPERATIONS: CLEARING, SETTLEMENT AND CUSTODY

ORGANISATION SHEET

Objectives	By the end of this operational training, participants will have acquired a very good understanding of the securities operations. Through several exercises, they will also be able to better manage this business and control it. That will include settlement, securities financing, corporate actions together with their related risks.
Methodology	The methodology is based on an optimal combination of theory, practice and experience sharing. Theoretical aspects are based on the latest market standards, while examples, case studies and exercises are used to present and reinforce the practical application of the material.
Target group	The level of this course is intermediate to high. It focuses on improving the efficiency of middle to back office staff in banks and other financial institutions by covering different aspects of securities and cash operations in detail. Participants should ideally have approximately 1 to 3 years experience in back-office operations.
Language	English
Participants	Maximum 25 participants
Lecturer	Guy Maslin 27 years' experience in Operations (16 years of Operations Management and Operational Training Management) Today: Co-founder and Managing Partner of a Training – Consulting - Translation Company
Date	3 days From February 9 to 11, 2015

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CONTENT

Day 1:

Introduction

Fundamentals

- Back-office structure : high-level organization and functions
- Financial instruments: Money, Bond, Credit, Equity, Derivatives,...
- Market players: definition, roles and Communication between them

Day 2:

- Securities issuing: identification, acceptance and distribution process primary market, database management and securities storage
- Clearing & Settlement: transaction types, lifecycle (matching and Straight-through processing), settlement processing: cross-border, domestic, clearing, ...
- Asset Services: Income processing (interest, dividend and redemption, ...) Corporate actions (securities events, deadlines, information flows,) Booking reconciliations

Day 3:

Tax services including withholding Tax and double tax treaty agreements

Cash management: Treasury management and Transaction types

Lending and borrowing - Repurchase agreement - Collateral management

Operational risks covering typical issues, claims and their related controls and quality management

European Market developments overview