

Technology and Operations > Trade Processing

Title	Conduct trading position reconciliation
Code	106787L3
Range	Completing reconciling of client investment accounts (e.g. nostro and depository accounts), which include but not limited to reconciling of purchase monies, redemption payments, dividends, distributions, commissions, distributor fees, taxes, etc.
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Understand procedures in account reconciliation                             <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Understand the characteristics and processing of different investment products in order to identify action to be taken</li> <li>• Understand the established procedures in account reconciliation in order to complete the tasks independently</li> </ul> </li> <li>2. Balance accounts                             <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Reconcile changes in the depository accounts when a change in the position occurs (e.g. trade settlements, free deliveries, free receipts, market value reconciliations)</li> <li>• Conduct full-position reconciling on a regular basis to correct differences</li> <li>• Identify unreconciled items and make necessary adjustments</li> <li>• Cooperate with different parties to resolve discrepancies in a timely manner</li> </ul> </li> <li>3. Maintain records                             <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Prepare accurate and timely records of reconciling entries to the appropriate accounts</li> <li>• Report the reconciliations to appropriate parties</li> <li>• Maintain required documentation and source documents in accordance with applicable rules and regulations</li> </ul> </li> </ol>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Conducting position reconciliation in an accurate and timely manner.</li> </ul>
Remark	