

Internship Reconciliation Funds Administration - M/W

Responsibilities

Mission: The reconciliation agent assumes all the tasks linked to cash, securities and units reconciliation. He/She also assumes all the additional tasks as reports, statistics.

Tasks and responsibilities:

- Conducts daily reconciliation of cash movements and securities positions between FA and Custody;
- Conducts daily reconciliation of units between FA and Transfer Agent;
- Is in charge of the follow up of cash and securities breaks until their resolution;
- Conducts daily set up of new breaks and check of coherence (treatment, comments, allocation) on old and new breaks;
- Is in charge of survey of second level on Offshore REC Team.

Required profile

- Mastery of VBA ;
- Federator ;
- Team spirit ;
- Innovation ;
- Immediate availability for a 12 month mission;
- Position non submitted to phone recording.

Why join us

Société Générale Luxembourg is a multi-category bank offering every employee the possibility to have several careers in a professional career path. Internal mobility and training are two core areas we focus on, in a dynamic, prosperous and evolving context.

Société Générale Securities Services (SGSS), the Securities business line of Société Générale Group, is one of the main Administration and Custody actors for mutual funds in Luxembourg. We offer a complete range of services for institutional clients: liquidity management, compensation, depositary and conservation services, funds administration and asset servicing, transfer agent and issuer services.

Business Insight

All over the world, whether you are joining us for a period of months, years or your entire career, together we can have a positive impact on the future. Creating, daring, innovating and taking action are part of our DNA.

If you too want to be directly involved, grow in a stimulating and caring environment, feel useful on a daily basis and develop or strengthen your expertise, you will feel right at home with us!

Still hesitating? Know that you will benefit from all our advantages:

- Attractive compensation ;
- Access to the Works Council ;
- Remote work ;
- Opportunities for learning and growth based on individual development and career plans ;
- Unlimited access to various eLearning resources.

We offer our employees a working environment adapted to the evolution of the business lines; this translates in two key words: remote working & agility (depending on the department).

Our unique geographical location in the heart of the City Centre and close to the Luxembourg City train station allows our employees to benefit from the advantages of a European capital.

“Building together, with our clients, a better and sustainable future through responsible and innovative financial solutions”.

Our CSR strategy is at the heart of our DNA and the Group wishes to position itself as one of the key players in the fight against climate change by supporting customers in their energy transition. In Luxembourg, our international environment offers us tremendous diversity within our teams, for which we guarantee equal opportunities.

Our open-innovation lab #Leplateaulux, in connection with the Luxembourg innovation ecosystem, allows our employees to benefit from proximity with external start-ups and internal project developers.

Our Recruitment process:

The short-listed candidates will be invited to perform a reasoning test, a personality questionnaire and to one or more face to face interviews in order to discuss about their experience, skills and values. In order to finalize the recruitment process, the selected candidate will have to present a certain number of supporting documents before his integration (copy of diplomas, proof of previous jobs, and possibly an extract of the criminal record (bulletin n ° 3 for the Grand Duchy of Luxembourg).

We are an equal opportunities employer and we are proud to make diversity a strength for our company. Société Générale is committed to recognizing and promoting all talents, regardless of their beliefs, age, disability, parental status, ethnic origin, nationality, sexual or gender identity, sexual orientation, membership of a political, religious, trade union or minority organisation, or any other characteristic that could be subject to discrimination.