



Operations Specialist

Job Information

Hiring Company
[Saxo Bank Securities Ltd.](#)
Job ID

1520530

Industry

Securities

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ Negotiable, based on experience

Refreshed

February 14th, 2025 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

The company

Saxo Bank is one of the fastest growing financial brokers in the world. Saxo Bank is a truly international company with HQ in Copenhagen, local offices in financial centers across the globe and employees from over 60 nationalities. The corporate language is English. Saxo Bank differentiates itself from competitors with an award-winning trading platform, broad access to financial products, a world class service and a customer-centric business model. Saxo Bank was founded 31 years ago with the vision to disrupt the financial sector by democratizing trading and investing through professional digital tools.

The position

The Operations Payment Specialist is primarily responsible for managing deposits and withdrawals related to customer transactions, segregated management of customer funds, and regular reporting to external counterpart/regulators at Saxo Japan.

Customer segregation management is a task that is most sensitive, and it is necessary to check the balance of the HQ and each bank on a daily basis while conducting funding. In addition, the customer's deposit and withdrawal work associated with transactions is also the main daily task.

Saxo Japan also offers a wide range of products to customers in Japan and is also a participant in three associations, including FX spots, FX options, overseas stocks, US stocks and index options, CFDs, futures, tax service accounts (specific accounts), US dollar deposits and withdrawals, etc. we will be in charge of various external reports to support Saxo Japan's main products.

Since the operations team is not a very large team, it is also necessary to cross-train with other operation staff and work as a team so that the internal work can complement each other.

Responsibilities:**Fund Segregation :**

- Be Responsible for daily customer fund segregation activities
- Daily Calculation of customer segregation fund
- Preparation of daily reports on the trust status of customer segregation fund
- Arrangements for the additional funding and termination of the trust in the event of a shortfall in customer segregation

Payment Processing and Reconciliation :

- Be Responsible for daily payment processing including deposit and withdrawals
- Normal deposit
- Reclassification of Withdrawals
- Full checking of quick deposits for correct and incorrect matching and completion of missing data.
- Bank remittance creation
- Handling reversal of insufficient fund

Stock Transfer

- Stock Transfer
- Arrangements for the transfer of shares from other companies
- Position transfer work with the Indian team

Reporting

- Daily risk reporting and reporting
- Reports from associations, etc.

Required Skills**Skills Required:**

- Solid experience of payment operations at securities company
- In-depth understanding of fund segregation, payment processing
- You are fluent in Japanese and English and can navigate an international and diverse company
- You are motivated by working in a dynamic and fast-paced environment with ambitious goals

Qualifications

- JSDA Sales Representative Class 1 required
- JSDA Internal Administrator certification required
- Bachelor's Degree Preferred
- TOEIC : 900+ desired

Company Description