

BACK-OFFICE – CORPORATE ACTIONS

ONLINE TRAINING

Date: 17-18 & 23-24 September 2024

INTRODUCTION

Training targeting operational practices and mechanisms for corporate actions. A theoretical and practical approach explaining in detail the day-to-day management of these operations and risks. Different types of events are also analyzed, as well as the evolution of markets towards automation (Straight-through processing). Best practices to control financial loss risks will be covered.

PROGRAMME

- ✚ Processing, mastering and controlling corporate actions
- ✚ Studying the steps in the process management (income/non-income/mandatory/voluntary)
- ✚ Practical cases review and preparation
- ✚ Swift ISO15022 (MT564, 565, 566,) in-depth review
- ✚ Information and instructions management
- ✚ Customer reporting
- ✚ Deadline management
- ✚ Reconciliation (Nostro management)
- ✚ Risks and controls, recommendations of best practices
- ✚ Straight-through processing

TARGET GROUP

Professionals with 3 to 5 years of experience in back office and a particular interest in corporate actions.

LANGUAGE

A good command of English is required.

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EXPERT

Fabian Longo is a highly experienced banking and finance professional with three decades of experience and a notable specialization in corporate actions. During his ten-year tenure as the Senior Vice President Head of Corporate Actions at Clearstream, Fabian demonstrated exceptional expertise and leadership in this critical area of financial operations. His contributions were instrumental in ensuring the efficient management of corporate actions, making him a distinguished figure in the field. He currently serves as the Head of Banking and Finance at the House of Training in Luxembourg. Fabian has a strong background in sales management, training consultancy, and pedagogical engineering. With a solid foundation in the financial industry, Fabian's expertise is widely recognized in the field.

PLACE, DURATION & DATES

4 sessions divided as follows:

3 sessions of 4 hours on September 17, 18 & 23, 2024

From 9:00 to 13:00

1 session of 4 hours on September 24, 2024

From 8:30 to 12:30

PLATFORM AND TECHNICAL REQUIREMENTS

This training course will be held on the online platform **Big Blue Button**.

To join the course, the participants are required to have:

- ✚ A stable internet connection
- ✚ A device (preferably a PC) with a well-functioning microphone and webcam (mandatory to ensure a proper interaction with the trainer and the other participants)

In addition, the participants are requested to check in advance with their IT department that the IT security policy in their work environment, such as firewalls, allows them to access the online platform with microphone and webcam without any issues. Guidelines for the Big Blue Button platform will be made available to the participants upon their registration.

REGISTRATION

Send your filled registration forms via email at KBA, or contact us at:

kbatrainingcenter@bankassoc-kos.com or **038 246 171**