

OPERATIONAL DUE DILLIGENCE ADMINISTRATOR

REPORTING RELATION

Manager of Fund Operations

QUALIFICATION AND EXPERIENCE

- B Com finance degree or any relevant degree
- Experience in collective investment scheme and portfolio administration
- LISP Experience will be an advantage
- Industry experience requirement – Financial Services: Fund Operations, Asset Management operations, at least 5 years' experience in a similar role.
- Project experience required.
- Compliance and regulatory experience and insight is preferable.
- Excel and Bloomberg

COMPETENCIES AND PERSONAL CHARACTERISTICS:

- To work well within a team
- To work under pressure and within set deadlines
- Highly organised and efficient
- Able to analyse and have an eye for detail with complex requirements
- Outstanding communication abilities
- Business insight and risk awareness
- Quick response handling time
- Analytic skills

KEY RELATIONS

Build and maintain relationships

- CAM (Internal)
- H4 Manco (Internal)
- Legal, Compliance and Internal Audit (Internal)
- External managers



KEY RESPONSIBILITIES & ACCOUNTABILITIES INCLUDED BUT NOT BE LIMITED TO:

- Perform Due Diligences and carrying out duties to identify risks related to institutions and investment related risks
- Attend to Enhanced AML and KYC Due Diligences in providing the required supporting documentation as requested by various external parties, suppliers, brokers and custodians.
- Takes responsibility for delivering excellence on each assignment/project
- Manages all administrative aspects of the assignment/project with efficiency and accuracy
- Manages the proper and effective utilisation of all staff members on assignment/projects.
- Provides expert advice on accounting and risk management procedures
- Identifies issues at service providers and asset managers, probes to receive all relevant information from service providers and asset managers
- Develops procedures that need to be followed
- Determines the skills which are required for various projects and allocates resources
- Evaluates evidence against prevailing legal norms and standards
- Reviews all information collected on various projects and does analysis
- Assist with the day-to-day operational functions within Fund Operations, data administration, and product administration as requested by the Project Specialist