

OPERATIONAL PROJECT SPECIALIST

REPORTING RELATION

Manager of Fund Operations

QUALIFICATION AND EXPERIENCE

- B Com/ Honours degree/ Post Graduate Diploma in Finance
- 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
- Fund Operations experience

COMPETENCIES AND PERSONAL CHARACTERISTICS:

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

KEY RESPONSIBILITIES & ACCOUNTABILITIES INCLUDED BUT NOT BE LIMITED TO:

Project Development, Implementation & Maintenance assistance

- To assist in the implementation of the company collective investments strategy to deliver and promote the company's investment management funds and solutions, in line with business objectives
- To be able to have a clear understanding of system flows, architecture, and markets to identify and resolve process breakdowns, exceptions and troubleshooting
- To assist in the development of new solutions, or changes to existing solutions and strategies in conjunction with the business.
- To be able to assist the Manager in launching new funds, portfolios and enhancements to existing fund and portfolios structures
- To assist in streamlining processes and unlocking efficiencies. Actively assessing /questioning the relevance of current processes and driving improvements of processes in the operations team and across the business where required



- Support the business in operational considerations of any related regulatory changes and partnering with other members to ensure execution of changes is achieved
- To ensure that all systems are appropriate and that they are effectively implemented and utilised.
- To be able to identify the need for further resources required to develop and maintain existing and new systems.
- To assist with the effective implementation of new products and processes.
- Ensure that operations infrastructure and hardware is appropriate
- Review the business processes that you will fulfil and see whether they are appropriate, current, suitably maintained and documented
- Providing inputs, QA and sign-off of specifications, documents and processes within agreed deadlines.

Operational Functions

- Assist with the day-to-day operational functions within Fund Operations, data administration, and product administration.
- Ensure operational functions are performed within the turnaround times
- Assist with Fund trade execution and monitoring (full trade and settlement cycle)
- Assisting as required in ensuring compliance (pre/post trade compliance)
- Valuation and pricing verification (Bloomberg reconciliation process)
- TER calculations
- Corporate action flow
- Cash management
- Execution of checklist functions
- Maintain supplemental deeds, ASISA mandates and other fund related documents
- Responsible for all account opening and maintenance
- Implementation of agreements and dealing terms with managers and providers
- To assist with the fund audit process (liaison between administrator, custodian, auditors and Manco)
- Ensure that data integrity exception reports are managed
- Give regular feedback to management and head of operations
- Assist the team with Incident reporting and management
- Assist with Operational Due Diligences and carrying out duties to identify risks related to institutions and investment related risks.

Relationship Building

- Build and maintain relationships with internal teams and service providers such as –
 - CAM
 - H4 Manco
 - Legal, Compliance and Internal Audit
 - Actuarial support
 - IT
 - PAS
- Build and Maintain relationships with external service providers such as –
 - Regulatory and industry bodies such as the FSCA and ASISA
 - Banks, Custodians and Trustees
 - Fund Administrators
 - Brokers (bonds, equities, derivatives, money market, etc)
 - System and platform providers (Bloomberg, Morningstar, Profile Media, etc)