

## **JOB SPEC: FINOPS ADMINISTRATOR OPERATIONS**

### **Job Title**

### **Location**

Western Cape

### **Job summary**

A permanent position is available in the Finance Operations Team. The team is responsible for the financial controls of a LISP, Life Company, CIS Manco and retirement funds.

### **Reporting**

FinOps Team Leader

### **Key responsibilities & deliverables**

- Prepare daily investment instructions and submit to various trading platforms.
- Prepare daily unit reconciliations of investments.
- Prepare daily banking instructions and ensure payments are accurate.
- Prepare daily banking reconciliations and investigating any reconciling items.
- Deal with and resolve daily operational queries which may occur.
- Prepare cashbooks on Excel and ensure accurate GL allocation.
- Capturing and confirming of fund prices and exchange rates
- Prepare monthly manco recons by collecting data, analysing and investigating variances, summarising data and information.
- Resolving reconciling items on recons.
- Dealing with and building good relationships with external suppliers.
- Contribute to the audit process and resolve any audit queries within deadlines.
- Continuously develop own expertise in terms of professional, industry and legislation knowledge.

### **Qualifications & skills required**

- B.Com or similar qualification from a leading tertiary institution.
- Relevant experience in the financial services.
- Ability to learn quickly.
- Ability to work independently, as well as be a team player.
- Sound communication and negotiation skills and must be honest and ethical in everything they do.
- Ability to multi-task and to deal with complexities, use initiative to solve problems.
- A strong logical thinking and analytical ability with excellent numerical skills and the ability to be accurate and pay attention to detail.
- Routine driven.

### **Computer competency requirements**

Proficiency in the latest Microsoft packages (Advanced Excel)

### **Remuneration**

Market related cost-to-company.

**Commencement date**

As soon as possible.

