

JOB SPEC: H4 ADMINISTRATOR

Job Title : H4 Administrator

Location : Claremont, Cape Town

Job Summary

The position is available in the H4 Operations Team. The team is responsible for the operations of the H4 Collective Investment Scheme portfolios.

The primary responsibility will be to review and execute investor instructions and investor reporting.

Report to:

H4 Team Leader

Key Responsibilities & Deliverables

- Review investor application, redemption, switch, top-up and transfer instructions for accuracy and completeness.
- For new investors follow H4 on-boarding process that includes review of required FICA documents and determining the ultimate beneficial owner in the case of entities.
- Prepare risk ratings in accordance with H4's FICA Risk Management & Compliance programme.
- Follow group FICA risk management process to prepare an investor risk rating.
- Capture investor detail on in-house developed administration and workflow system
- Submit approved investor instructions to outsourced administrators within agreed timelines.
- Perform checks to ensure that all transactions were processed correctly by administrators.
- Review investor reporting (monthly statements, contract notes, distribution notices, tax certificates etc.) prepared by outsourced administrators for accuracy and complete H4 checklists.
- Resolve and respond to internal and external queries from investors and hedge fund investment manager clients, timeously and in a professional manner.
- Prepare subscription and redemptions payment instructions for review and obtain bank verification reports within the required timelines.
- Enhance professional relationships with investors, service providers and hedge fund manager clients.
- Perform ad hoc projects.
- 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 or extensive suitable experience.
- Experience in transfer agency services/ investor administration of asset management industry.
- Ability to learn quickly.
- Ability to work independently, as well as be a team player.
- Good communication skills - verbal and written.
- Ability to multi-task and to deal with complexities, use initiative to solve problems.
- Ability to be accurate and pay attention to detail.
- Routine driven.

Computer competency requirements

- Proficiency in the latest Microsoft packages.
- Experience in an investor administration application.

Remuneration

Market related cost-to-company.

Commencement date

As soon as possible.