

KEY INFORMATION

TITLE:	Institutional Fund Accountant
REPORTING LINE:	Team Leader, Fund Accounting
LOCATION:	Westlake, Cape Town
BUSINESS UNIT:	Prescient Fund Services

PURPOSE OF THE ROLE

To perform an end-to-end fund accounting role as part of the Segregated Fund Accounting team. This role has a strong client reporting focus with a specific focus on segregated mandates.

DUTIES AND RESPONSIBILITIES

- Processing and setting up of audit, trustee, custody and management fees.
- Ensuring Variation Margin is processed correctly and matches the Clearing House Statement daily.
- Ensure capturing / processing of all 3rd Party duplication trades to the accounting system timeously and accurately (ensure they match the third-party valuation reports)
- Pricing of funds and ensuring the valuation of financial instruments are in line with the funds' performance e.g., equities, bonds, and derivatives.
- Understand tolerance level checking against a benchmark and are familiar with what is deemed as an unacceptable asset and NAV fund price variance.
- Responsible for running, checking, and sending of client reports daily and monthly.
- Handling queries efficiently to ensure resolution of both internal and external client queries (in conjunction with the Client Delivery team)
- Ensure appropriate controls are in place to mitigate risk.
- Supporting the management and co-ordination of team deliverables relating to projects and new client take-on's.
- Performing daily cash and scrip reconciliations, along with the ability to understand the cause of breaks in order to resolve.
- Ability to work both from the office and home on a set weekly schedule.
- Standard working hours applicable to this role.

REQUIRED EXPERIENCE

Minimum of 2-3 years' experience in a similar segregated Fund Accounting role is essential, along with a solid understanding of asset management operations.

REQUIRED QUALIFICATIONS AND SYSTEM EXPOSURE

- Relevant Tertiary Qualification (BCom Accounting, Finance, Investments)
- Knowledge of relevant Investment administration systems
- Strong Excel skills required

KEY COMPETENCIES

- Self-starter
- Highly methodical with strong interest in portfolio administration
- Ability to work under limited supervision
- Team Player
- Positive and enthusiastic attitude
- Accuracy and attention to detail
- Client orientated and able to see the bigger picture

WHY THIS ROLE?

This is your opportunity to join a talented team of highly motivated Fund Accountants geared for growth. You will be joining an entrepreneurial and nimble environment where ideas and solutions to obstacles are always encouraged.

To apply, send your CV and academic transcripts to joanne.meyer@prescient.co.za

You understand and accept that, by applying for this role, you authorise Prescient to obtain your personal information and utilise said information for recruitment purposes for this role.