

## KEY INFORMATION

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

## PURPOSE OF THE ROLE

Collective Investment Scheme/Unit Trust Fund Accounting and Life Accounting, forming part of a talented Fund Accounting team in Prescient Fund Services. This is an end-to-end Fund Accounting position with exposure to Unit Trust and Life accounting.

## 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)
- Ability to manage client cash flows (subscriptions and redemptions) and ensure units in issue reconcile to Transfer Agency
- Pricing of funds within the Collective Investment Scheme, ie Daily unitisation and ensuring the valuation of financial instruments are in line with the funds' performance e.g. equities, bonds, and derivatives
- Understand how total fund performance is calculated and impacted with each entry captured
- Monitor and perform income distribution calculations for each fund class
- 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

## REQUIRED EXPERIENCE

- Relevant experience of at least 2-5 years (Unit Trust Fund Accounting/Pricing experience) in this role is essential
- Relevant exposure to Investment reporting systems
- Strong Excel skills

## REQUIRED QUALIFICATIONS

- Relevant Tertiary Qualification(s) required (BCom Finance / Accounting / Investments)

## KEY COMPETENCIES

- Self-starter who is willing to take on responsibility for a wide array of tasks
- Highly methodical
- Ability to work under limited supervision
- Positive 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 market leading Fund Operations business and lead 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](mailto: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.