

## KEY INFORMATION

TITLE:	Retirement and Life Products Administrator
REPORTING LINE:	Operations Manager – Retirement and Life
LOCATION:	Westlake, Cape Town
BUSINESS UNIT:	Prescient Fund Services – Life and Retirement

## PURPOSE OF THE ROLE

Prescient Fund Services (PFS) is a registered section 13B administrator and provides administration services in respect of Life Policies and Retirement Funds. These Policies and Retirement Funds provide investors with access to a range of investment options. The role of Administrator is to take responsibility for all processing and client service activities relating to these products.

## DUTIES AND RESPONSIBILITIES

- Checking the FNB product inflow accounts daily and performing reconciliation of Product bank accounts.
- Processing new investments, switches, retirements and withdrawals and static detail changes daily on the administration system as well as the online banking platform (FNB).
- Processing relevant month end administrative tasks, for example, admin/advisor fees, living annuity income payments, monthly debit orders, etc.
- Processing Section 14 transfers and Directive 135 transfers as required.
- Processing death and disability claims as well as divorce orders as required.
- Performing investment recons from the member/client level to the relevant Manco invested with.
- Preparing and applying online for the tax directive for withdrawals/retirements, using ITAX as required.

## REQUIRED SKILLS AND EXPERIENCE

Related experience (2-4 years) in a similar Retirement/Life Product administration environment with knowledge of products namely Retirement Annuities, Preservation Funds, Living Annuities, TFSA's and Endowments.

## REQUIRED QUALIFICATIONS AND SYSTEMS EXPERIENCE

- Matric (minimum requirement) and any relevant tertiary Commercial / Financial qualification (preferred)
- Good MS Office skills specifically Word and Excel

## KEY COMPETENCIES

- Self-starter who is willing to take on responsibility for a wide array of tasks
- Highly methodical with strong interest in retirement funds, life products and administration
- High level of integrity and dependability
- Ability to work under limited supervision
- Team Player
- A focus on attention to detail
- Excellent communication skills

## WHY THIS ROLE?

This is your opportunity to join a talented team of Administrators with a wealth of experience in the industry. 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.