

KEY INFORMATION

TITLE:	Instruments and Pricing Administrator
REPORTING LINE:	Technical Operations Manager: Data Management
LOCATION:	Westlake, Tokai
BUSINESS UNIT:	Prescient Fund Services

PURPOSE OF THE ROLE

The Data Management team play a critical role relating to the governance and setup of new funds within Prescient Fund Services. In this role you will be required to setup and maintain new funds across the systems used by the asset administration services offered by Prescient.

DUTIES AND RESPONSIBILITIES

- Managing and maintaining financial market and instrument data across Prescient systems
- Utilise ETL technologies and workflows to deliver solutions daily, monthly and on an ad hoc basis
- Operating instrument valuation models for pricing OTC instruments
- Analysing input and validating outputs of instrument valuation models
- Analysing and validating the quality of financial market data used by Prescient
- Executing and enforcing Prescient's data governance policy for pricing and instrument meta data
- Meta data maintenance in Prescient's core accounting system

REQUIRED EXPERIENCE

- 2-4 years investment or financial services industry experience in a related role where you have gained experience in the setup and/or pricing of instruments

REQUIRED QUALIFICATIONS

A relevant tertiary qualification (e.g., Information Systems/Technology, Finance, Accounting / Commerce)

KEY COMPETENCIES

- Technical aptitude for working with systems and data
- Ability to methodically plan, organise, analyse, and manage data driven tasks with detail and precision
- Self-motivated and delivery focused
- Positive team player
- Proficient interpersonal skills with the ability to engage and collaborate with internal and external stakeholders
- Deadline driven

WHY THIS ROLE?

This is a great junior level position within Data Management, a team which plays a critical role relating to the governance and setup of new funds within Prescient Fund Services. In this role you will be required to setup and maintain new funds across the systems used by the asset administration services offered by Prescient. This position offers excellent exposure and growth.

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.