

JOB PROFILE
FUND DEPARTMENT

TEAM LEADER

Reporting Line: ASSISTANT MANAGER / MANAGER, COO/MD

KEY RESPONSIBILITIES – The below is a non-exhaustive list of the duties to be performed by the Team Leader.

- To ensure Clients' satisfaction and delivery.
- To be the point of contact for clients as appropriate.
- To liaise with clients and other parties on technical matters.
- To attend to queries of new and existing clients including funds and other structures.
- To monitor and chase debtors recovery and able to track additional services for extra billing.
- To ensure timesheets are recorded and disbursements properly appropriated.
- To prepare and/or review bills.
- To promote positive attitude and develop team spirit.
- To coach junior staff and provide training and mentoring.
- To be accountable for teams operational performance where appropriate.
- To assist manager in conducting performance reviews of fund administrators/accountants and other juniors;
- To work on incorporation of funds, GBC 1 and GBC2 companies and to liaise and follow up with relevant authorities.
- Proactively resolve clients' issues and escalating as required.
- Prepare quotes and pitches for new business.
- To prepare and/or monitor the organization of board, committee and shareholders meeting and ensure that notice and agenda and board packs are properly drafted and sent to clients and attending board meetings.
- To draft and/or review minutes of meeting and resolutions including coaching of junior staff with minutes drafting skills.
- To give support to staff in organizing and maintaining of statutory records.
- To perform and/or help staff in administrative and company secretarial duties on behalf of clients.
- To ensure and/or monitor that proper filing, scanning of statutory files and updating of information on system are being done.
- Ensure compliance with internal systems, procedures and processes.
- Circulate quarterly management accounts / capital account statements to investors.
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- Assist the accounting team for the finalization and filing of annual audited financial statements.
- To handle and/or assist managers in coaching junior staff.
- To follow internal procedures and deliver according to clients SLAs and to perform any other related duties.
- To ensuring that all entities are in compliance with all relevant laws, licensing conditions, regulations and guidelines and that deadlines are met.
- Any other cognate duties that may from time to time be required which are appropriate to the role and business requirements.
- To ensure accuracy and quality checks on all deliveries by the team.

QUALIFICATIONS & SKILLS

- Degree Holder in relevant field or relevant professional qualification;
- 2-3 years of working experience in a similar position within the offshore sector;
- Good analytical and problem solving skills;
- A high level of accuracy and attention to detail;
- Excellent written and verbal communication skills - ability to draft effective communications (emails, letters, memos, instructions) with good grammar, spelling & proofreading skills;
- Strong organizational and multi-tasking skills;
- Ability to work in a fast moving, demanding, high-pressure environment and maintain confidentiality;
- Highly motivated with the ability to work well as an individual and in team;
- Computer Literate: Ms. Office Word, Excel, PowerPoint & Outlook.