

JOB PROFILE
FUND DEPARTMENT

FUND ADMINISTRATOR

Reporting Line: Team Leader, Head of Funds

KEY RESPONSIBILITIES

- Fund Administration duties including but not limited to corporate secretarial functions, the preparation of meetings, drafting of minutes/resolutions, instructing payments, undertaking regulators periodic risk reviews;
- Set up of open ended funds, closed-end funds structured as companies / limited partnerships, CIS Managers and GBC 1 / GBC 2 SPV's;
- Conduct closings for closed-end funds / admittance of investors and undertaking customer due diligence;
- Prepare capital calls / drawdown notices and having same approved by the Board / GP;
- Maintain drawdown trackers and updating share registers;
- Prepare written resolutions for the approval of transactions (including investments / restructuring / disposal of investment etc.);
- Prepare Board packs including arranging and assisting Board meetings (preparation of minutes and follow up on matters arising);
- Prepare and process monthly and ad-hoc payment instructions both manually and on internet banking;
- Circulate quarterly management accounts / capital account statements to investors;
- Provide a high standard of customer service for existing and potential clients;
- Responsible for a portfolio of clients as assigned by the Manager and acting as the direct point of contact;
- Ensure all transactions pertaining to the management of the clients' affairs are executed timely and efficiently;
- Liaise with external parties such as Bankers, Auditors, Lawyers and Regulatory bodies;
- Develop and maintain relationships with internal departments of the Company including Client Services, Compliance, & Accounting to timely and effectively support the clients' activities;
- Communicate effectively with all levels of management, other departments, business areas and clients;
- Maintain accurate data for all client enquiries and regularly update personal workload;
- Follow up on client correspondence such as letters, faxes, emails, client telephone calls;
- Maintain comprehensive and up to date client, business and transaction records on interaction with clients at all times;
- Document filing, update client information on relevant internal systems;
- Arranging and attending calls/ conference calls to assist clients and compile, draft and distribute minutes of meetings;
- Daily and effective input on RTG or any time management system;
- Attend client meetings with Manager as and when required;
- Ensure that necessary filings as per the Companies Act 2001, Securities Act 2005 and CIS Regulations 2008 are made within the prescribed deadline;
- Ensure compliance with internal systems, procedures and processes;
- Inputting data on a specialist funds software (E-Front) and to make optimum use of the software as and when/where required;
- Preparation of NAV;
- To track and provide guidance on the deliverables of the administrative assistant;
- Additional tasks that may from time to time be required which are appropriate to the role and business requirements.

REQUIREMENTS

- Degree in Accounting/Finance or either ACCA/ICSA qualified or partly completed;
- 2 – 3 years of working experience in a similar position in a Management Company;
- Relevant hands on experience on Closed End Funds;
- Good analytical and problem solving skills;
- Good Knowledge of legal & regulatory framework, finance principles and reporting;
- Proficient in Ms. Excel, Word, PowerPoint & Outlook;
- Good analytical and problem solving skills;
- 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;
- A high level of accuracy and attention to detail;
- Highly motivated with the ability to work well as an individual and from their own initiative as well as being able to work in a team environment;
- Ability to maintain high level of confidentiality;
- Computer Literate: Ms. Office Word, Excel, PowerPoint & Outlook.