

JOB PROFILE

FUND ADMINISTRATION DEPARTMENT

SENIOR FUND ADMINISTRATOR

Reporting Line: Team Leader, Head of Funds

KEY RESPONSIBILITIES – The below is a non-exhaustive list of the duties to be performed by the Senior Fund Administrator.

- 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;
- Responsible for a portfolio of clients and acting as the direct point of contact;
- Ensure all transactions pertaining to the management of the clients' affairs are executed timely and efficiently;
- Assist on set up of open ended funds, closed-end funds structured as companies / limited partnerships, CIS Managers and Global Business Companies/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;
- Ensure that drawdown trackers are properly maintained and share registers are up to date;
- Prepare and review written resolutions for the approval of transactions (including investments / restructuring / disposal of investment etc.);
- Prepare and review Board packs including arranging and attending Board meetings (preparation of minutes and follow up on matters arising);
- Prepare / process and review monthly and ad-hoc payment instructions both manually and on internet banking;
- Circulate quarterly management accounts / capital account statements to investors;
- Support the NAV review and sign off in accordance with set procedures;
- Assist the accounting team for the finalization and filing of annual audited financial statements;
- Co-ordinate and resolve all fund-related issues;
- Attend to client queries in a timely manner with a high service standard ensuring ownership through to completion;
- Provide a high standard of customer service to clients;
- Proactively resolve clients issues and escalating as required;
- Build and maintain good relationship internally with juniors, peers and line manager;
- Lead, coach and provide direction to junior fund staff in all areas of their work.
- Maintaining proper and complete file for each client – physical as well as on the DMS;
- Ensuring that the required information is uploaded and updated on the relevant internal systems in place;
- Dealing with enquiries by email and by telephone, supplying information relating to funds' portfolios;
- Ensure KYC on new investors/directors;
- Provide relevant training to subordinates;
- Processing dividend payments & other payment instructions;
- Ensure compliance with anti-money laundering procedures;
- Daily and effective input on time sheet or any time management system;
- Attend client meetings with Manager as and when required;
- Review and approve client invoices as part of the billing process;
- Assist the Manager for new quotes or proposals to prospective clients;
- Ensure that necessary filings as per the Legal & Regulatory framework are made within the prescribed deadline;
- Ensure compliance with internal systems, procedures and processes;
- Input data on a specialist funds software and make optimum use of the software as and when/where required;
- Any other cognate duties that may from time to time be required which are appropriate to the role and business requirements.

KEY SKILLS - The below is a non-exhaustive list of skills required for this position.

- Either a degree in Law & Management, Accounting or currently undertaking ACCA/ICSA;
 - A minimum of 3-4 years working experience in a similar position within a Management Company;
 - Good Knowledge of legal & regulatory framework, finance principles and reporting;
 - Good analytical and problem-solving skills;
 - Excellent written and verbal communication skills - ability to draft effective communications (emails, letters, memos, reports, 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
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