

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 promote positive attitude and develop team spirit.
- To coach junior staff and provide training and mentoring.
- To be accountable for team's operational performance where appropriate.
- To assist Manager/Assistant Manager in conducting performance reviews of fund administrators/accountants and other juniors;
- To work on incorporation of Funds, CIS Managers, Investment Advisers and other licensees, GBC 1 entities and Authorised Companies and to liaise and follow up with relevant authorities.
- Proactively resolve clients' issues and escalating as required.
- To assist Manager/Assistant Manager in preparing quotes and pitches for new business.
- To prepare and/or monitor the organization of Board, Committee and Shareholders' meetings and ensure that notice and agenda and Board packs are properly drafted and sent to clients and attending Board meetings as required.
- To draft and/or review minutes of meetings 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 filings, scanning of statutory files and updating of information on system are being done.
- Ensure compliance with internal systems, procedures and processes.
- To be well versed with capital call/distribution workings and provide assistance with equalization and capital re-balancing workings.
- Circulate quarterly management accounts / capital account statements to investors.
- Assist the accounting team for the finalization and filing of annual audited financial statements.
- To handle and/or assist Manager/Assistant Manager 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

- Should hold either (i) a degree in law and management or finance or (ii) ICMA / ACCA
- 6+ years of working experience within the offshore sector with at least 2 years' experience in a supervisory role;
- Competent in motivating and driving a team;
- Can effectively coach and train subordinates
- Good analytical and problem-solving skills;
- A high level of accuracy and attention to detail;
- Is a clear communicator with excellent written and verbal communication skills. Is able 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.