

Futuregrowth has a vacancy for a Specialist Investment Administration Manager

Preference will be given to suitably qualified previously disadvantaged candidates who add to the diversity of the company at all levels, and to permanent staff who apply for the position.

Purpose

To manage the development and maintenance of the investment database, to provide administrative, procedural and risk management support to the entire Investment Team, to manage projects and assist with the statistical and mathematical analysis and research for various projects.

Customers

- Fixed Interest team
- Client Management Team
- Business Development
- Marketing Team
- OpsCom
- Exco
- FG Board

Key objectives

- **Management of the Specialist Investment Administration team**
 - Manage the team of specialist investment administrators
 - Oversee/manage processes within specialist investment administration team
- **Data and Valuations**
 - Oversee the daily instrument valuations of unlisted instruments or non-vanilla instruments that the administration system is unable to value.
 - Ensure the correct static data set-up of unlisted instruments.
 - Oversee the unlisted instrument deal administration and corporate actions.
 - Oversee and assist in the preparation of reports required for Valuation Committee and Spread Review Committee.
 - Present findings to the committees on relevant reports.
- **Oversee implementation of FIDO (Fixed Interest Data Organiser) processes**
 - Oversee daily, monthly FIDO operational processes
 - Liaison with back office personnel (Curo)
- **Development of FIDO**
 - Project manage the development of the FIDO system & other FI Projects
 - Ensure regular user/owner engagement with FIDO data to ensure data integrity
 - Review and enhancement of FIDO/specialist administration processes and documentation
- **FIDO reporting and analysis**
 - Assisting portfolio managers with customized reporting
 - Weekly and monthly FIDO credit reports for FI team and credit committee
 - Assist client management with monthly/quarterly customized client reports
 - Assist Business Development with ad hoc client requests
 - Assist with audit requests from client reporting or the investment team if required

- Responsible for annual credit reporting and credit fee calculations
- Assist with semi-annual FSB submissions for Finance/Compliance
- **Provide back-up to the specialist investment administration team when required**
- **Significant Committees and forums**
 - Represent and report to OPSCOM, Project Steerco, Valcom and Spread Review Committees.

Technical/professional knowledge and skills

- B.Com or similar qualification with a focus on financial subjects
- A post graduate qualification or study towards one would be advantageous (e.g. Hons degree, CFA)
- Strong technical knowledge of instrument static data and valuations
- Relevant experience in Asset Management administration required (specifically Fixed Interest)
- Knowledge of financial mathematics and statistics
- Experience in managing a team

Competencies

- Analytical thinking
- Attention to detail
- Diligence
- Integrity
- Assertiveness
- Initiating action
- Adaptability
- Project management and time management skills
- Results orientation (ability to meet tight deadlines)
- Judgment & decision-making
- Ability to work in a team
- Ability to work independently
- Relationship management
- Management/leadership skills
- Communication skills (verbal & written)
- MS Office (including highly developed Excel skills)

Contact Tasmin Daniels if you're interested.

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