

Futuregrowth has a vacancy for a Specialist Funds Administrator (AgriFund & ComProp Fund)

Futuregrowth, one of South Africa's leading asset managers, has an opportunity for a Specialist Fund Administrator in the Community Property and Agri Fund Team. Candidates should be highly motivated and have relevant experience and skills – including good communication and interpersonal skills, be highly organized and adaptable. Candidates should be able to work closely within a team and be willing to assist the team to delivering on their deliverables. Futuregrowth is committed to transformation, and preference will be given to suitably qualified previously disadvantaged candidates. The position is based in Cape Town.

Purpose

To provide support to the CPF/Agri team across various functions which includes fund accounting, client reporting, investment administration and ad hoc projects.

The Community Property Fund ("CPF") and Agriculture Funds managed by Futuregrowth are growing and the CPF/Agri team is seeking an individual who will form an integral part of the team and who will thrive and adapt in a time pressured environment.

Customers (Agriculture Funds)

- Agri Investment Committees
- Agri Advisory Committees
- Agri Investment Team
- Fund Advisor
- Company Secretary
- Old Mutual Interface Office
- Counterparties, arrangers and auditors
- Borrowers/investee companies
- Clients invested in the funds
- Futuregrowth Operations team
- Futuregrowth Business Development team

Customers (CPF)

- Property Managers
- Property Committee
- Board of Directors
- Counterparties, arrangers and auditors
- Company Secretary
- Investee companies
- Clients invested in the Fund
- Futuregrowth Operations team
- Futuregrowth Business Development team

Directors

PE Rackstraw (Managing Director) AC Canter* H Beets** H George*** M Patel DM Lerutla
*American **Dutch ***British
Reg No. 1996/018222/07
A licensed Financial Services Provider

Key Result Areas (Agriculture and Comprop Funds)

Fund accounting administration:

- Monthly/quarterly update of financial instruments
- Monthly/quarterly update of Net Asset Value
- Update budgets and forecast and compare against actual performance
- Calculation and payment of fund/management fees
- Ensure that all fund costs are signed off and paid timeously
- Management of invoice payments
- Preparation of capital accounts for the Agri fund partnerships
- Preparation of tax certificates for clients of the Agri Fund partnerships
- Preparation of various reconciliations as required by the team from time to time
- Preparation of drawdown notices and supporting documentation
- Preparation of settlement instructions and supporting documentation
- Preparation of distribution notices and supporting documentation
- Liaison with the Old Mutual Interface Office for the setup of portfolios on HiPortfolio
- Liaison with Old Mutual Interface Office in the opening of bank accounts
- Assist the Senior Fund Accountant with the audit process with internal and external audit firms, ensuring queries are addressed and information is supplied timeously

Investment administration:

- Maintenance and update files on new and existing deals, including management of the safe custody process
- Organise, attend and assist with minutes of various meetings when required
- Compilation of annual and quarterly reports for the Fund
- Compilation of bespoke client reporting
- General portfolio administration

Projects on the go:

- Assist in documenting the operational processes

Technical/professional knowledge and skills:

- B Com / BCompt qualification
- Experience in a financial administration or bookkeeping
- Experience in the property sector would be advantageous
- Experience in taking minutes would be advantageous
- Computer literacy (MS Office, especially MS Excel)
- At least 2 to 3 years' relevant experience in the financial services industry, preferably asset management

Competencies:

- Analytical thinking
- Problem-solving
- Attention to detail
- Diligence
- Assertiveness
- Ability to communicate well in a multi-national environment
- Integrity
- Excellent planning & organisation skills
- Stress tolerance
- Judgement

- Initiative
- Adaptability
- Resilience

Closing date: