

Futuregrowth Asset Management is recruiting!

We have an exciting opportunity available in the Futuregrowth Specialist Investment team.

Futuregrowth is committed to transformation. A strong preference will be given to suitably qualified previously disadvantaged candidates.

Specialist Investment Administrator

Are you passionate about investments and are seeking a rewarding career in fiduciary asset management? Do you have strong communication and interpersonal skills; are you highly organised and adaptable, with a strong ethical base? Then this position might be for you.

Who is Futuregrowth?

Futuregrowth has been South Africa's leading Fixed Income manager for more than 20 years, with around R194 billion (as at 31 December 2019) of clients' assets under management. We manage funds across the full range of fixed interest and development funds, and play a leadership role in the asset management industry in South Africa. Futuregrowth is based in Cape Town.

Purpose of the position

As part of a team, the successful incumbent will have to provide administrative, procedural and risk management support to the entire Fixed Interest team, and assist with the statistical and mathematical analysis and research for various projects.

Key responsibilities of the position

1. Unlisted trade processing and deal administration. This includes:
 - Monitoring the cashflows, rollovers and rate resets;
 - Maintaining the unlisted instrument cash flows;
 - Processing and settling unlisted trades;
 - Resolving queries regarding trade and income settlements;
 - Resolving bank and scrip recon queries;
 - Performing the valuation process daily, weekly, monthly and semi-annually; and
 - Managing the daily collateral margin.
2. Instrument valuations. This includes:
 - Evaluating instruments (daily at 3pm and 5pm) to be submitted to Curo; and
 - Ad hoc instrument valuations required for asset take-ons, take-offs, and transitions.
3. Daily Fund Price checks, including:
 - Preparing the daily unit price reasonability checks.
4. Ad-hoc projects, including:
 - Assisting with various operational projects impacting the business.
5. Providing back-up with the following:
 - Daily and monthly Infostore operational processes;
 - Development of the Infostore system;
 - Infostore process creation and documentation;
 - Ensuring regular user/owner engagement with Infostore data to ensure data integrity;
 - Assisting Portfolio Managers (PMs) with customised reporting;
 - Weekly and monthly Infostore credit reports for the Fixed Interest team and credit committee;
 - Updating data slides for marketing and client presentation reports;

- Monthly and annual AUM reconciliation, with PM signoff;
- Monthly fair allocation spreadsheet updates;
- Annual credit reporting and credit fee calculation;
- Assisting with monthly and quarterly customized client reports;
- Assisting Business Development with ad hoc client requests;
- Assisting with audit requests from the client reporting or investment teams;
- Assisting with semi-annual Financial Sector Conduct Authority (FSCA) submissions for Finance/Compliance;
- Assisting with data preparation for semi-annual Spread Reviews and Valuation Committee meetings.

Knowledge and experience required

Skills, know-how and experience

- Relevant experience in investment administration required; and
- Knowledge of financial mathematics and statistics.

Technical / professional qualifications

- B Comm or similar qualification; and
- Post graduate qualification or study towards one would be advantageous (e.g. Hons degree or CFA).

Key behaviours and competencies

- Strong analytical skills;
- Excellent planning and organising skills;
- High attention to detail;
- Collaboration and teamwork;
- Self-motivation, discipline and diligence;
- Curiosity and willingness to learn;
- Demonstrable drive, purpose and initiative;
- Excellent verbal and written communication skills; and
- Excellent knowledge of Advanced MS Excel.

Recruitment process and closing dates

Selected candidates will need to attend a series of competency-based interviews and a technical assessment.

Please email updated CV, copy of ID and university transcripts.

Contact details

Email: careers@futuregrowth.co.za