

October 2021

## Futuregrowth Asset Management is recruiting!

We have an exciting *temporary* opportunity available in our Community Property Fund and Agri Fund team.

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

### Specialist Fund Accountant (Maternity Leave Cover)

Are you passionate about accounting, finance and property and are you 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 R186 billion of client assets under management (as at 31 December 2020). We manage a range of fixed interest and development funds and play a leadership role in the asset management industry in South Africa. We are committed to investing our clients' funds in a responsible manner, with the interests of our clients always coming first. Futuregrowth is based in Cape Town.

**Purpose of the position:** To provide support to the Community Property Fund and Agri Fund team across various disciplines, which includes analysis, fund accounting, facilitation of legal and tax opinions, administration and project management.

### Key responsibilities of the position

#### *Community Property Fund*

1. Analysing financial statements of investee companies.
2. Preparing client specific reports.
3. Delivering client presentations when required.
4. Resolving client requests/queries.
5. Managing and facilitating tax opinions.
6. Managing and facilitating legal opinions.
7. Controlling the Fund's cash management process.
8. Analysing, checking and monitoring monthly unit prices.
9. Analysing, checking and monitoring the monthly performance of the Fund.
10. Reviewing monthly property values submitted by the property manager.
11. Liaising with the Futuregrowth (FG) operational team in the setup of portfolios on Hiportfolio and the opening of bank accounts.
12. Preparing various reconciliations.
13. Managing drawdowns from clients for new investments.
14. Ensuring that all fund costs are signed off and paid timeously.
15. Managing payments to the property company and other creditors.
16. Managing the audit process with internal and external audit firms, ensuring queries are addressed and information is supplied timeously.

17. Organising and attending various meetings.
18. Managing the corporate secretarial service provider and ensuring duties are performed timeously.
19. Managing general portfolio administration.

## *Agri Funds*

1. Analysing the financial statements of investee companies (SPVs).
2. Preparing client-specific reports.
3. Delivering client presentations when required.
4. Resolving client requests/queries.
5. Managing and facilitating tax opinions.
6. Managing and facilitating legal opinions.
7. Controlling the funds' cash management processes.
8. Analysing, checking and monitoring monthly and quarterly financials for all Agri fund investments (SPV's).
9. Analysing, checking and monitoring monthly and quarterly fund financials.
10. Performing monthly unit pricing and NAV calculations for all Agri funds.
11. Analysing, checking and monitoring monthly performance of the Agri funds.
12. Preparing Capital Accounts for the Agri funds.
13. Preparing various reconciliations.
14. Managing drawdowns across all Agri fund products.
15. Managing settlements, pay-aways and equalisation payments.
16. Liaising with the Curo/FG operational team in the setup of portfolios on Hiportfolio and the opening of bank accounts.
17. Ensuring that all fund costs are signed off and paid timeously.
18. Calculating fees and liaising with the FG Finance team and external parties on payments.
19. Monitoring the budgets of new investments against capital spent.
20. Monitoring compliance of the investments in the portfolio against the funds' mandate requirements.
21. Maintaining and updating files on new and existing deals.
22. Managing the audit process with internal and external audit firms, ensuring queries are addressed and information is supplied timeously.
23. Organising, attending and minuting various meetings when required.
24. Performing general portfolio administration.
25. Documenting operational processes.
26. Reviewing and approving all Curo instructions for accuracy and completeness.

## *Provide support/assistance with the following for the Community Property Fund and Agriculture team*

- Providing backup for other team members when required; and
- Providing support to the portfolio manager with various tasks such as preparing presentations and collating information amongst others.

## **Knowledge and experience required**

### *Skills, know-how and experience*

- Experience in the full financial function or having held a previous financial accountant/manager position;
- Experience in drafting financial statements and the running of audits;
- Experience in the property sector will be advantageous;
- Experience in project management;
- Knowledge of financial instruments and financial markets an advantage; and
- An understanding of unlisted investments/private equity will be advantageous.

### *Technical / professional qualifications*

- Minimal B.Com accounting / CA (SA) qualification; and
- Computer literacy (Pastel, MS Office, especially MS Excel) and will need to learn HiPort.

### *Key behaviours and competencies*

- Analytical thinking;
- Problem solving;
- Attention to detail;
- Diligence;
- Judgement;
- Initiative;
- Assertiveness;
- Excellent planning and organisation skills;
- Stress tolerance;
- Ability to communicate well in a multi-national environment;
- Integrity;
- Adaptability; and
- Resilience.

## **Recruitment process and closing dates**

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

## **Contact details**

Email: [careers@futuregrowth.co.za](mailto:careers@futuregrowth.co.za)