FUNDHOUSE
investment clarity

PORTFOLIO ADMINISTRATOR

Position:	Portfolio Administrator
Reporting to:	Operations Manager
Start Date:	As soon as possible
Location:	Cape Town
Contract or Permanent:	Fixed Term 12 Month Contract (Half Day)

ROLE AND RESPONSIBILITIES:

OVERVIEW

The Portfolio Administrator role focuses on providing assistance to the Operations and Investment teams to manage the Unit Trust client base and to provide maternity leave coverage for existing operations team members. This role is suited to an organised and process driven candidate who has administrative Unit Trust or Fund of Funds and implementation experience. The role focusses on operational support, unit trust administration, client service support, model portfolio implementation as well as building strong working relationships with clients, service providers and management companies. Our business covers local and offshore investing, presenting a great opportunity to develop expertise across a wide array of areas.

The key features of the role are:

1. Portfolio Administration:
    a. Administration and maintenance of local and offshore unit trusts and fund of funds
    b. Assist clients on unit trust and fund of funds related queries and provide support
    c. Manco account openings
    d. New User Setup and Account login support to the dealing team
    e. Investment team and Investment Committee support
    f. Institutional client support
    g. Model Portfolio implementation and support
    h. Ensure service levels are maintained
    i. Liaise with internal and external parties for streamlined workflow
    j. Suggest and implement procedures and process improvement

2. Relationship Building:
    a. Build strong working relationships with administrators, management companies and service providers
    b. Build good working relationships with model portfolio clients
    c. Integration within the existing operations team

3. Reporting
    a. Monthly Unit Trust Reconciliation Check
    b. Monthly MDD generation
    c. Monthly MDD checking
    d. Monthly Model Portfolio Factsheet checking
    e. Quarterly TER checking
    f. Quarterly Investment Committee Reporting
    g. Annual Offshore Fund Compliance reporting
    h. Compliance Reporting
    i. Ad hoc incident report checking

IDEAL CANDIDATE PROFILE:

Qualifications	- Bachelor of Administration (BAdmin) - Bachelor of Commerce (BCom) - Diploma in Business & Information Administration - Or equivalent tertiary qualification
Experience:	- Unit trust and fund of funds administration experience - 3 years+ working experience
Skills & Competencies	- Enquiring mind - Numerate - High attention to detail - Pro-active - Strong written communication and presentation skills - Client centric attitude - Efficient - Process Driven - Organized
Personality	- Can Do Attitude - Diligent - Confident - Reliable - Trusting - Hard working - Detail orientated - Self-motivated - Self-starter - Positive
Systems	- Proficient in Microsoft Excel

ABOUT FUNDHOUSE

Fundhouse is a global fund adviser providing independent investment insights and services to institutional investors, wealth managers and independent financial advisers. Fundhouse is an owner-managed business founded in 2007 with offices in SA and the UK.