

## Recruitment of an Institutional Client Investor Services Administrator (Processing) – Cape Town

Maitland is an international firm providing wealth services to private and institutional clients. We provide the highest levels of expertise and competence working in a way that is uniquely personal, proactive and responsive. Family offices and institutions have trusted us since 1976 to preserve, manage and grow their assets. We work with our clients and not just for them, from offices in the British Virgin Islands, Cape Town, Dublin, Durban, Geneva, Isle of Man, Johannesburg, London, Luxembourg, Malta and Monaco. Maitland is one of the few wealth services groups with the breadth of knowledge and insight to create integrated, comprehensive global solutions.

An opportunity has arisen for an **Institutional Client Investor Services (Processing)** to join the **Cape Town office**.

### Summary of the position

The **Institutional Client Investor Services Administrator (Processing)** will include the processing of investor transactions for Unit Trusts, Pre/Post-Retirement Fund products as well as Hedge Fund Client Ledger transactions within the agreed time as per the SLA;

### Outline of main duties and responsibilities

The candidate will be expected to:

- Accurately process transactions within the agreed time as per the SLA;
- Accurately authorise daily work captured;
- Check all outputs for accuracy and completeness i.e. daily and quarterly statements, previous day's work etc;
- Upload price files into client ledger system.

### Skills and experience required

The successful candidate will have:

- A good working knowledge of MSOffice, Silica or a similar system;
- A track record of efficient and accurate processing;
- Relevant tertiary qualification (completed or part) or 2 to 3 years relevant experience;
- A track record of successfully working in a team;
- A good working knowledge of Unit Trusts, LISPS and Pre/Post Retirement Fund products;
- Excellent communication skills (written and verbal);
- Effective time management;
- Willingness and positive attitude;
- Ability to work under pressure and meet deadlines;
- Ability to analyse and resolve client queries;
- High work standards and ethics;

### Reporting structure

The **Institutional Client Investor Services(Processing)** will report to the Team Leader **Institutional Client Investor Services(Processing)**;

### Remuneration level

Remuneration will be market related and commensurate with experience and seniority. In addition, the successful candidate will receive a competitive benefits package and be eligible to participate in the firm-wide discretionary bonus scheme.