

KEY INFORMATION

TITLE:	Middle Office Analyst
REPORTING LINE:	Head of Fund Administration (PFSI) / Operations Manager (PFS)
LOCATION:	Westlake, Cape Town
BUSINESS UNIT:	Prescient Fund Services (PFS)

PURPOSE OF THE ROLE

This job's main focus is to assist Prescient Fund Services (PFS) clients with the trade matching and settlement process, with a specific focus on providing an excellent service to Prescient Fund Services (Ireland). We are seeking a Middle Office/Settlement Specialist to add value in a growing team.

DUTIES AND RESPONSIBILITIES

- Ensure all capturing / processing, matching and settlement of all trades to the accounting system timeously which include: Equities, Fixed Income, Derivatives, Unit Trusts / CIS investments, Call Transfers, SWAPs, FX deals
 - Oversee the Trade Matching and Settlement process for all Equity, CIS and Bond transactions acting as an intermediary between front and back-office functions.
 - Instructing and/or authorising security trades with the relevant custodian for settlement in the market against the counterparty
 - Trade execution oversight, confirmation, and settlement across multiple suppliers
 - Liaise with brokers directly to ensure any trade related issues are resolved.
 - Liaise with the traders and escalate issues with brokers as required.
 - Monitor the settlement status of all trades investigating potential issues with brokers or custodians directly.
 - Establish and maintain relationships with all third parties involved with the trading and settlement process including Custodians, Fund accountants and brokers.
 - Assist and train other team members with queries / questions as they arise. Inform the Operations Manager / Head of Fund Administration where necessary of any issues
 - Participate in projects as assigned and identified

REQUIRED SKILLS AND EXPERIENCE

- A minimum of 2-4 years' experience incorporating the above key responsibilities in a similar middle office role
- Good working knowledge of relevant legislation and regulatory requirements
- An awareness of the needs of clients and an ability to deliver an excellent client service
- Multi-manager, Multi-currency, Pooling, Fund of Hedge Fund and Structured product experience desirable

REQUIRED QUALIFICATIONS AND SYSTEMS EXPERIENCE

- Relevant Tertiary Qualification(s) in Degree (Finance, Accounting, Investments)
- Knowledge OMGEO is an advantage
- Experience with Bloomberg and experienced on MS Office, in particular Excel

KEY COMPETENCIES

- Self-starter
- Excellent analytical and problem-solving skills
- Strong verbal and written communication skills
- Positive team player
- Hard working and deadline driven
- High levels of honesty and integrity

WHY THIS ROLE?

A fantastic opportunity to join the Trade Management team of Prescient Fund Services (PFS) where you will experience excellent career exposure and growth.

To apply, send your CV and academic transcripts to joanne.meyer@prescient.co.za

You understand and accept that, by applying for this role, you authorise Prescient to obtain your personal information and utilise said information for recruitment purposes for this role.