

Fund Administrator

June 2019

Trident Trust is a leading independent provider of corporate, trust and fund services to the financial services sector worldwide, employing over 900 staff across a global footprint that spans Africa, the Americas, Asia, the Caribbean, Europe and the Middle East.

We are seeking a talented Fund Administrator to join our thriving, award-winning, 80-strong Mauritius office. Client focussed and service oriented, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills.

The Role

The Fund Administrator will be responsible for handling day-to-day fund administration duties such as organising meetings, drafting of minutes/resolutions and instructing payments. The Fund Administrator will be under the supervision of the senior fund administrator, team leader/manager.

Duties

- Administration of a portfolio comprised of private equity funds and other related structures
- Attending to company secretarial matters including drafting of minutes or resolutions, updating registers and filings with authorities
- Preparation of board packs for board meetings and ensuring all attendees receive proper board materials
- Perform customer due diligence in accordance with Anti-Money Laundering requirements
- Assist in the preparation of bank transfer instructions and bank reconciliations
- Assist in reviewing and arranging for execution of documents by directors or authorised signatories
- Maintain proper records of transactions in relation to the portfolio of clients
- Follow up on invoices and on settlement
- Deal with client enquiries and registration of funds and other structures
- On-going liaison with clients and regulators/service providers including ROC, FSC, banks, etc.
- Review client's files to ensure compliance with legislation and company guidelines
- Ensure customer satisfaction and delivery

Qualifications and Skills

- Bachelor's degree or professional qualification in accounting, finance, economics, business administration or other relevant fields
- A high level of accuracy and attention to detail
- Excellent written and verbal communication skills
- Ability to work in a fast moving and demanding environment
- Experience in a similar position and knowledge of the legal and regulatory framework in relation to the private equity fund administration in Mauritius will be an advantage

Training

Not only will "on the job" training be provided, but Trident offers employees the opportunity to enhance their technical knowledge and experience by operating a Financial Assistance Policy that promotes further studies.

Remuneration

Salary commensurate with experience and qualifications.

Applications

Applications should include a full C.V. and will be treated in the strictest of confidence. Please submit applications not later than 17 July 2019 to the HR Manager at the following address:

Trident Trust Company (Mauritius) Limited
5th Floor Barkly Wharf
Le Caudan Waterfront
Port Louis

Alternatively, you may send your C.V. to mauritius@tridenttrust.com.