

Trainee Fund Administrator

January 2021

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 talented professionals to join our thriving, award-winning, 80 person-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 trainee fund administrator will be responsible for assisting in the handling of day-to-day fund administration duties, including but not limited to corporate secretarial functions, organising meetings, drafting minutes and resolutions, preparing payment instructions, as well as undertaking regulators' periodic risk reviews for closed-end funds, investment holding companies, service companies, trusts and others. The trainee fund administrator will work under the supervision of a fund administrator or senior fund administrator.

Duties

Assist the administrators and team leaders with the following tasks:

- Administration of a portfolio of fund clients
- Ensure that all transactions pertaining to the management of the clients' affairs are executed timely and efficiently
- Assist with customer due diligence
- Conduct closings for closed-end funds and/or admittance of investors
- Prepare capital calls and drawdown notices and have same approved by the board and/or GP
- Ensure that drawdown trackers are properly maintained and share registers are up to date
- Prepare written resolutions of directors and/or shareholders for the approval of transactions (including investments, restructuring, disposal of investments, etc.)
- Prepare board packs, including arranging and assisting board meetings (preparation of minutes and follow up on actions required)
- Prepare and process payment instructions both manually and via internet banking
- Circulate quarterly management accounts and/or capital account statements to investors, as required

- Deal with regulators and service providers, including FSC, banks, auditors, lawyers, etc.
- Develop and maintain relationships with internal departments of the firm, including client services, compliance, and accounting, to support the clients' activities in a timely and effective manner
- Follow up on client correspondences such as letters, faxes, emails, client telephone calls, etc.
- Maintain comprehensive and up-to-date client, business and transaction records on all interactions with clients
- Ensure proper record keeping, document filings, update client information on relevant internal systems
- Arranging and attending calls and/or conference calls to assist clients, and compile, draft and distribute minutes of meetings
- Attend client meetings with manager and/or team leader as and when required
- Ensure that necessary filings as per the Companies Act 2001, Securities Act 2005 and CIS Regulations 2008 are made within the prescribed deadlines
- Ensure compliance with internal systems, procedures and processes
- Input data using specialist funds software and make optimum use of the software, when and where required
- Review client files to ensure compliance with legislation and company guidelines
- Ensure that time sheets and tasks lists are properly maintained

Qualifications and Experience

- Applicants should have at least a degree in finance, economics, commerce, business administration, or law and management from a recognised institution
- Applicants should have started or undertaken to start a professional qualification (ACCA/ICSA/STEP) or equivalent
- Some relevant work experience would be an advantage
- Good communication skills, both verbal and written
- A high level of accuracy and attention to detail
- Quick learner who can adapt to different work environments
- Ability to work under pressure
- Proficient in Microsoft Office tools and with information technology in general

Training

Not only will on-the-job training be provided, but Trident offers employees the opportunity to enhance their technical knowledge and experience by providing 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 to mauritius@tridenttrust.com.