Job Description

Job Title: Fund Administrator

Reporting to: Fund Manager

Direct reports: None

Job Purpose

To undertake day to day administrative activity associated with a primarily complex casebook of corporate and fund structures under the direction of a Senior Fund Administrator and ultimately reporting to the Fund Manager.

Key Result Areas

Principal role: Fund Administrator

- Administer funds, management companies and associated fund structures within the team and liaise with clients and intermediaries on a daily basis;
- Assist senior members of staff with their client portfolio;
- Prepare payment instructions and record receipt of funds using various online banking systems daily basis;
- Prepare and complete Annual Structure Risk Assessments and Periodic Reviews for the Fund Manager's review within the required time frame;
- Take responsibility for own personal development, in line with agreed annual performance objectives;
- Assist the team with carrying out relevant KYC/AML checks in accordance with the regulatory requirements and conducting KYC360 reviews;
- Assist with all aspects of company secretarial matters, including the scheduling of meetings, preparation of agendas, collation and distribution of board packs, shareholder meetings and drafting minutes for routine meetings;
- Maintain accurate investor records on Plainsail and process investor changes;
- Process and co-ordinate routine fund operations, including investor calls and distributions;
- From time to time, support the Director with other tasks and activities, relative to their responsibilities and in accordance with the employee's competencies;
- Monitor own pending tasks, organise own workflow, prioritise own workload and dealing with matters in a timely manner;
- Ensure regulatory and statutory fillings are made in timely manner; and
- Assist with the review of accounts /financial statements.

Whitmill

Job Description

Skills, knowledge, expertise:

- Financial services experience;
- Computer literacy skills are essential; and
- Good interpersonal skills are required to develop close working relationships with colleagues, clients and business contacts.

Primary Contacts

- The Whitmill Fund Client Manager
- The Whitmill Fund Client Directors
- The Whitmill Fund Team
- The Whitmill Client Accounting Team
- The Whitmill Compliance Team
- Clients and Intermediaries