



Fund Operations Administrator

The fund operations administrator will work as part of the Guernsey-based portfolio management team and will act as the key contact between the investment teams and various fund service providers. The purpose of the role is to ensure the smooth day-to-day operations of two fund structures.

KEY RESPONSIBILITIES

- Pre-trade compliance checks against known mandates and guidelines
- Daily processes including NAV reconciliations and cash balance checks
- Post-trade processes including trade reporting and settlements oversight
- Acting as a hub for communications with external third parties, such as custodians and administrators, and internal teams
- Oversight of fund subscriptions, redemptions, capital calls and distributions
- Record keeping of fund transactions
- Producing monthly and quarterly reports on the funds
- Running month-end factsheet production processes through third-party systems
- Ensuring funds remain compliant with relevant regulations in conjunction with the compliance teams
- Supporting audit, financial accounting and legal document update processes
- Updating fund databases, ensuring data accuracy and integrity
- Participating in process improvement and automation projects
- Assist with preparation and submission of regulatory filings
- Support various teams with ad hoc projects aligned to the role
- Adhere to relevant regulations, processes and policies

DESIRED CANDIDATE ATTRIBUTES

- Fund admin experience
- Strong communication skills, both written and verbal
- Good attention to detail
- Strong Excel skills, preferably with some experience in task automation
- An ability to communicate clearly with colleagues
- An eye for detail with strong problem-solving skills