

Fund Administrator – Private Equity

March 2022

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, 106-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 fund administrator will be responsible for handling day-to-day fund administration duties such as organising meetings, drafting minutes and resolutions, and preparing payment instructions for companies. The administrator will work under the supervision of the team leader and/or senior fund administrator.

Duties

- Be responsible for and take ownership of a portfolio of clients
- Ensure all transactions relating to clients' affairs are executed timely and efficiently
- Conduct closings for closed-end funds and/or admittance of investors, employing customer due diligence
- Prepare capital calls and drawdown notices, and conduct the requisite corporate actions for approval
- Ensure all statutory registers are maintained and up to date
- Prepare written resolutions for the approval of transactions (including investments, restructuring, disposal of investments, etc.)
- Prepare board packs, including arranging and attending board meetings
- Prepare payment instructions in line with internal bank transfer validation processes
- Assist the fund accounting team with audits of financial statements and sign off on them
- Deal with regulators and service providers, including FSC, banks, auditors, etc.
- Attend to client queries in a timely manner, and escalate proactively for any client issues
- Provide timely updates of client database system per internal procedures
- Ensure compliance with anti-money laundering procedures including KYC

- Accurately record all time spent
- Review client invoices as part of the billing process
- Ensure that all statutory filings under company secretarial duties are made within prescribed deadlines
- Ensure compliance with internal systems, procedures and processes
- Maintain proper and complete client files and records
- Maintain a high standard of customer service at all times
- Maintain good relationships with team members
- Any other ad hoc administrative functions as may be assigned by the head of the department

Qualifications and Skills

- Applicants should have, as a minimum, a degree in a relevant field or be partly ACCA/ICSA qualified
- A minimum of two (2) to three (3) years' experience in the global business sector or a related field
- Sound knowledge of legal and regulatory framework
- A high level of accuracy and attention to detail
- Excellent written and verbal communication skills
- Good organizational and multi-tasking skills
- Ability to work under tight reporting deadlines
- Proactive, motivated and flexible team player
- Well versed in Microsoft Office tools

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 no later than 31 March 2022 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 application to mauritius@tridenttrust.com.