

# SENIOR ADMINISTRATOR - FUND ADMINISTRATION

Monument is actively looking for a dynamic Senior Administrator in our Fund Administration team with specialised knowledge of fund pricing activities to deliver the highest level of accuracy in alignment with corporate standards and all regulatory and audit specifications. Monument Re Group of Companies operates across 10+ offices and data centre locations globally and is actively expanding into new territories.

## RESPONSIBILITIES

- All aspects of fund administration, including asset pricing, dealing, reconciliations, valuations and unit pricing for internal fund range and portfolio bonds;
- Production of internal and regulatory reporting;
- Support day-to-day oversight of outsourced investment activities, deliver compliance with relevant regulatory requirements and proactively highlight service delivery issues;
- Maintain records in alignment with policies;
- Acquire and maintain practical knowledge of procedures, processes and systems;
- Proactively develop technical knowledge of business unit processes;
- Identify and mitigate operational risks at both a team/individual level;
- Address control failures or incidents ensuring they are recorded, rectified and preventative actions implemented;
- Ensure system and process developments are introduced in a controlled and coordinated manner; and
- Support and encourage teamwork and co-operation with all clients (internal and external) within the business and within your team.

## ROLE REQUIREMENTS

- Minimum of 5 years' relevant experience in investments or fund administration focused role, ideally within a life insurance industry;
- Strong technical knowledge of investment instruments as well as pricing and valuation methodologies;
- Ideally hold CISI IOC or equivalent;
- Proficiency in Microsoft Office suite of applications, in particular Excel. Experience using Bloomberg and/or InvestPro would be an advantage;
- Strong time management and organisational skills with the ability to work to business-critical and regulatory deadlines;
- Flexible and adaptable to a constantly changing environment;
- Positive, collaborative attitude with ability to identify innovative, practical solutions;
- Knowledge of process analysis and procedure development and documentation;
- Dynamic, self-motivated team player who is analytical, energetic and passionate; and
- Outstanding interpersonal, verbal and written communication skills and engagement skills with the experience engaging with all levels of employees.