

# FUTUREGROWTH

/ ASSET MANAGEMENT

## FUTUREGROWTH ASSET MANAGEMENT IS RECRUITING!

We have an exciting opportunity available for a **Client Reporting Specialist** in our Client Reporting team.

*Futuregrowth is committed to transformation. A strong preference will be given to suitably qualified previously disadvantaged candidates.*

### Client Reporting Specialist

Are you passionate about investments and seeking a rewarding career in fiduciary asset management? Do you have strong communication and interpersonal skills; are you highly organised and adaptable, with a strong ethical base? Then this position might be for you!

### Who is Futuregrowth?

Futuregrowth has been South Africa's leading developmental, responsible and fixed-income investor for over 25 years. We manage a range of fixed interest and development funds and play a key leadership role in the South African asset management industry. We are committed to investing our clients' funds in a responsible manner, with the interests of our clients always coming first.

### Purpose of the position

The Client Reporting Specialist will be responsible for managing client reporting processes (daily, monthly, and quarterly) and creating bespoke reports for various clients to ensure exceptional client experience. This role will also collaborate with internal teams to ensure accurate and timely delivery of portfolio data and client reports. The ideal candidate will have a strong understanding of asset management and portfolio data and will possess excellent client reporting, communication, a process driven mindset and interpersonal skills.

### Key responsibilities of the position

- Managing the end-to-end client reporting process;
- Ensuring accuracy and timeliness of data delivery which include daily, monthly and quarterly client reporting, as well as certain regulatory returns;
- Managing the various key stakeholders to ensure input data is delivered within the client and internal agreed SLAs per procedural processes;
- Producing bespoke client reports & submissions, as well as other ad-hoc requests;
- Collaborating with internal teams such as Client Management, Client Operations, Portfolio Management, Compliance, Enterprise Solutions, and broader Operations teams to gather necessary data and information for necessary for client reporting;
- Maintaining an in-depth understanding of clients' reporting requirements and reports accordingly;
- Continuously enhancing reporting templates and processes to ensure they remain efficient and in line with business and / or industry best practices;
- Supporting the development of digital reporting tools and platforms to enhance client experience through various projects;
- Contributing to the ongoing improvement of the overall client experience by providing feedback and suggestions to relevant teams;

- Staying abreast with industry trends and regulatory changes to ensure compliance with all reporting standards; and
- Managing the various key stakeholders including back-office in the production workflow for reviews to ensure sign off ahead of client deadlines.

## **Knowledge and experience required**

### **Skills, know-how and experience:**

- Minimum of three years' experience in asset management portfolio administration, client reporting or a related operational role.
- An understanding of client reporting and operations within asset management.
- Strong technical knowledge of client administration transactions, as well as financial instruments.
- Experience in projects as this will form part of KPI.
- Proficient in Hiport, CRM, Infostore is desired.
- Proficient in Excel (including formulae, and the manipulation of data and spreadsheets)

### **Professional qualifications:**

- BCom, B Com Hons or similar qualification, with a focus on financial subjects.

### **Key behaviours and competencies:**

- Good at building and maintaining relationships.
- Appreciation for process and procedural work.
- Ability to communicate effectively, both verbally and in writing.
- Enjoy teamwork and collaboration.
- Display drive and purpose.
- Adaptability.
- Analytical and problem-solving skills.
- Planning and organising skills.
- Quality orientation.
- Attention to detail.
- Results orientation.

## **Recruitment process**

Selected candidates will need to attend a series of competency-based interviews/ activities and a psychometric assessment.

## **Application link**

[Click here to apply](https://bit.ly/4nmFSaN) (https://bit.ly/4nmFSaN)