



| MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)   | TIME SPENT  |
|--|-------------|
| <ul style="list-style-type: none"> <li>➤ Prepare and maintain fund budgets, forecasts and other models;</li> <li>➤ Maintain capital accounts for Limited Partners (LPs);</li> <li>➤ Calculate and verify Net Asset Value (NAV) of funds;</li> <li>➤ Calculate management fees and carried interest;</li> <li>➤ Track partnership allocations and distributions;</li> <li>➤ Administration of investment holding special purpose vehicles;</li> <li>➤ Monitor compliance with Limited Partnership Agreements (LPAs).</li> </ul>   | <b>20%</b>  |
| <p><b><i>Investment Transaction Processing</i></b></p> <ul style="list-style-type: none"> <li>➤ Record and reconcile debt and equity investment transactions;</li> <li>➤ Review debt client statements and ensure timeous circulation to clients;</li> <li>➤ Review quarterly equity valuations and interrogate changes in fair values;</li> <li>➤ Calculate and verify the Multiple on Invested Capital (MOIC) and Total Value to Paid-In Capital (TVPI) for the debt book;</li> <li>➤ Process capital calls and distributions;</li> <li>➤ Maintain investment schedules.</li> </ul>                | <b>20%</b>  |
| <p><b><i>Compliance &amp; Controls</i></b></p> <ul style="list-style-type: none"> <li>➤ Ensure compliance with accounting standards (IFRS);</li> <li>➤ Maintain internal control procedures;</li> <li>➤ Support external audits;</li> <li>➤ Monitor regulatory reporting requirements;</li> <li>➤ Ensure compliance with relevant statutory bodies (SARS, FIC, etc).</li> </ul>  | <b>5%</b>   |
| <p><b><i>Stakeholder Communication</i></b></p> <ul style="list-style-type: none"> <li>➤ Prepare investor statements and reports;</li> <li>➤ Respond to investor queries;</li> <li>➤ Support investor due diligence requests;</li> <li>➤ Coordinate with external administrators and auditors;</li> <li>➤ Assist with LP queries.</li> </ul>  | <b>10%</b>  |
| <p><b><i>Other</i></b></p> <ul style="list-style-type: none"> <li>➤ Assist with company wide audit preparation and process;</li> <li>➤ Undertake research into debt pricing and factors affecting portfolio performance (team involvement);</li> <li>➤ Cost and Budget management;</li> <li>➤ Provide financial data and analytics to assist in decision making;</li> <li>➤ Implement principles of transparency and good corporate governance;</li> <li>➤ Assist in maintaining financial systems/models;</li> <li>➤ Supervision of the junior team members;</li> <li>➤ Ad-hoc Projects.</li> </ul> |             |
| <b>TOTAL</b>   | <b>100%</b> |

**3. JOB EVALUATION CRITERIA: INPUT**

| <b>A) KNOWLEDGE AND SKILLS</b> |  |
|--------------------------------|--|
| <b>FORMAL EDUCATION</b>        | <p><b>Minimum required:</b><br/>B. Com Honors in Accounting /Finance or equivalent</p> <p><b>Added advantage:</b><br/>CA(SA) designation</p>   |
| <b>EXPERIENCE</b>              | <p><b>Minimum required:</b><br/>Successful completion of 3 years accounting articles at an reputable auditing firm with exposure to financial services sector audits;</p> <p><b>Added advantage:</b><br/>Financial services sector experience (either as an Auditor or as a Fund Accountant)</p> |

| <b>B) COMPETENCIES</b>   |
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| <p><b>Critical Key Competencies and Skills</b></p> <ul style="list-style-type: none"> <li>➤ Working knowledge of Sage/Pastel;</li> <li>➤ Intermediate to advanced knowledge of Excel;</li> <li>➤ Independent and self-motivated;</li> <li>➤ Innovative nature</li> <li>➤ Attention to detail</li> <li>➤ Conceptual thinker</li> <li>➤ Results orientated</li> <li>➤ Resilience</li> <li>➤ Can handle pressure</li> <li>➤ Tolerance for ambiguity</li> <li>➤ Communication</li> <li>➤ Interpersonal skills</li> </ul> |

**4. OTHER SPECIAL REQUIREMENTS**

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| <ul style="list-style-type: none"> <li>➤ Ability to build new systems and solution for identified gaps</li> <li>➤ Peer-to-peer review processes within the department</li> </ul> |
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**5. APPROVAL AUTHORITY**

**I CONFIRM THAT I HAVE READ AND UNDERSTOOD THIS JOB DESCRIPTION AND CONFIRM THAT IT ACCURATELY REFLECTS THE REQUIREMENTS OF THE POSITION.**

**CONFIRMED BY INCUMBENT**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**APPROVED BY 1<sup>ST</sup> LEVEL LINE MANAGER**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**CONFIRMED BY HR**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_