

JOB PROFILE

1. POSITION DETAIL

ЈОВ	Financial Accountant - Funds		EQUIVALENT	: JOB GRADE		
JOB TITLE: NAMING CONVENTION	Financial Accountant - Funds		Market Equivalent: Paterson Job Grade			
GROUP	IDF Capital		DIVISION / DEPARTMENT			
DATE REVIEWED	09/23 S TAT		S TATUS	TUS OF REVIEW		
EMPLOYMENT STATUS	Permanent					
LOCATION	Illovo					
REPORTING LINE	CFO	JOB ANALYST TITL		LE		

POSITION IN THE ORGANISATION					
1 ST LINE MANAGER (4 TH LEVEL)	CFO				
This Position	Financial Accountant - Funds				
SUBORDINATE (1 ST LEVEL)	Intern				
SUBORDINATE (2 ND LEVEL)					

2. POSITION DESCRIPTION: OUTPUT

Main O each he	TIME SPENT	
Essenti	al Duties and Responsibilities	
Fund A	dministration & Reporting	20%
>	Capture Fund transactions into Pastel Evolution and Credit-Ease;	
>	Review monthly debt book analysis and highlight defaults;	
>	Preparation and analysis of monthly management accounts and quarterly investor reports;	
>	Bank account administration and payments	
>	Prepare annual financial statements and drive the audit process;	
>	Prepare and circulate capital calls and distributions.	
Partner	rship Accounting	25%

	UTPUTS AND RESPONSIBILITIES FOR THIS POSITION — (Please provide a short description under ading/output)	TIME SPENT
>	Prepare and maintain fund budgets, forecasts and other models;	
>	Maintain capital accounts for Limited Partners (LPs);	
>	Calculate and verify Net Asset Value (NAV) of funds;	
>	Calculate management fees and carried interest;	
>	Track partnership allocations and distributions;	
>	Administration of investment holding special purpose vehicles;	
>	Monitor compliance with Limited Partnership Agreements (LPAs).	
	World complained with Elimited Furthership Agreements (EFAS).	200/
nvestn	ent Transaction Processing	20%
>	Record and reconcile debt and equity investment transactions;	
>	Review debt client statements and ensure timeous circulation to clients;	
>	Review quarterly equity valuations and interrogate changes in fair values;	
>	Calculate and verify the Multiple on Invested Capital (MOIC) and Total Value to Paid-In	
	Capital (TVPI) for the debt book;	
>	Process capital calls and distributions;	
A	Maintain investment schedules.	
	ivialitalii ilivestilielit stileuules.	20%
omnli	ance & Controls	
> >	Ensure compliance with accounting standards (IFRS);	
>	Maintain internal control procedures;	
>	Support external audits;	
>	Monitor regulatory reporting requirements;	
>	Ensure compliance with relevant statutory bodies (SARS, FIC, etc).	
	Litistice compliance with relevant statutory bodies (3ANS, ric, etc).	5%
takeho	older Communication	
>	Prepare investor statements and reports;	
\(\)	Respond to investor queries;	
>	Support investor due diligence requests;	
>	Coordinate with external administrators and auditors;	
<u> </u>	Assist with LP queries.	
	Assist with Li queries.	10%
Other		
>	Assist with company wide audit preparation and process;	
>	Undertake research into debt pricing and factors affecting portfolio performance (team	
-	involvement);	
>	Cost and Budget management;	
>	Provide financial data and analytics to assist in decision making;	
>	Implement principles of transparency and good corporate governance;	
>	Assist in maintaining financial systems/models;	
>	Supervision of the junior team members;	
	Ad-hoc Projects.	
	Au-noc rojects.	
тота		100%

3. JOB EVALUATION CRITERIA: INPUT

lent
cles at an reputable auditing firm with
Auditor or as a Fund Accountant)

B) COMPETENCIES

Critical Key Competencies and Skills

- Working knowledge of Sage/Pastel;
- Intermediate to advanced knowledge of Excel;
- Independent and self-motivated;
- > Innovative nature
- > Attention to detail
- Conceptual thinker
- Results orientated
- Resilience
- > Can handle pressure
- > Tolerance for ambiguity
- Communication
- Interpersonal skills

4. OTHER SPECIAL REQUIREMENTS

- > Ability to build new systems and solution for identified gaps
- > Peer-to-peer review processes within the department

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^{ST} Level Line Manager	
Signature:	_Date:
Name:	-
CONFIRMED BY HR	
Signature:	_Date:
Name:	_