**Job Title: Senior Investment Administrator**
**Department: Investment**

## Job Summary

We are looking for a Senior Investment Administrator to join our Investment team and play a pivotal role in the administration, valuation, and reporting of our Funds. This is an ideal opportunity for a detail-oriented professional with strong accounting foundations and a genuine interest in financial markets and investment operations.

## Main Responsibilities

- Oversee end-to-end fund administration and Net Asset Value (NAV) calculations by managing pricing inputs, and daily/monthly processes using core investment systems.
- Ensure timely and accurate settlement of investment transactions including fixed income and equity trades, dividends, and interest while coordinating closely with Treasury and Finance.
- Prepare high-quality investment reports including monthly and quarterly appraisals, factsheets, reconciliations, valuation schedules, and performance reviews submitted to senior management, investment committees, and regulatory stakeholders.
- Support the Actuarial and Finance teams by delivering accurate data for financial reporting, actuarial valuations, rebalancing exercises, and tax computations, ensuring alignment with accounting standards and audit readiness.
- Maintain and enhance investment systems by executing structured data uploads, resolving issues with third-party vendors, and supporting user acceptance testing (UAT) for new functionalities and automation.
- Contribute to ongoing initiatives to streamline reporting, automate data processing, and improve operational efficiency in partnership with IT and cross-functional business leads.
- Assist with portfolio tracking, cash monitoring, and asset allocation reviews. Stay informed on relevant market developments and contribute data inputs to investment reviews and market commentaries.
- Perform any other duties that may be assigned by the Investment Manager or team from time to time, ensuring flexibility and responsiveness to the department’s evolving needs.

## What We're Looking For

- A Bachelor's degree in Finance, Accounting, or related discipline
- 2-3 years of experience in fund administration or investment operations
- Working knowledge of investment systems such as Quantis, Axys, and advanced Excel
- Solid understanding of accounting principles and operational controls
- Analytical mindset with a genuine interest in financial markets
- Self-driven, reliable, and capable of coordinating across multiple departments

## Why Join Us?

- Be part of a team that bridges operations, markets, and strategy
- Exposure to end-to-end fund processes in an insurance and pension investment environment
- Collaborate on digital transformation and process innovation projects
- Work alongside finance, actuarial, and investment professionals on high-impact projects
- A supportive work culture with opportunities for professional growth

The company reserves the right to call only the best qualified candidates for the selection exercises.
Applications received after the closing date might not be considered.
The company also reserves the right not to proceed with the vacancies.