

Job Profile

Job Title	Fund Operations Manager	Department and location	Ventures Johannesburg / Cape Town
Job purpose	Responsible for the operational management of investment funds managed by Edge Growth Ventures. Accountable for the reporting and delivery of operations, compliance, legal and finance procedures to ensure seamless business delivery of fund operations and administration activities.		
Reports to	Head of Operations	Reportees (position)	Fund Administrator
Qualifications	<ul style="list-style-type: none"> Degree or diploma with strong problem solving and quantitative underpinning (e.g. Commerce, Business Science) Business Operations, Financial Management, Compliance and / or Project Management training Alternatively, exceptionally strong candidates (as measured against the experience and general capabilities listed above) 	Experience	<ul style="list-style-type: none"> 3 – 5 years in financial services sector operations, finance, project management or business consulting. · Preference will be given to candidates with strong MS Office Skills (Word, Excel, Powerpoint) · Client and stakeholder relationship management experience favourable.

Core activities

Operations Management:

%Weighting

- Manage stakeholder relations, reporting and communications
- Liaise with stakeholders via email, phone, meetings
- Coordinate monthly operations team meetings
- Provide input into fund operations team meetings
- Manage fund marketing collateral and online media

Financial Administration:

% Weighting

- Manage financial administration processes and rhythms
- Support annual budget, audit, tax and reporting processes
- Update and reconcile monthly cash flow statements
- Conduct monthly invoicing and payments process
- Load monthly payments on bank and present for authorisation

Legal and Compliance:

% Weighting

- Manage legal and regulatory compliance on Funds
- Implement annual fund compliance rhythms
- Manage compliance reporting and communications
- Manage signing and storage of legal agreements
- Oversee rollout of policy training
- Inform the business of the impact of new regulations
- Support the management of legal opinions and registers
- Business Process Optimisation:
- Understand fund operational policies and procedures
- Suggest improvements to operational processes
- Implement improved processes
- Project Management
- Coordinate and manage fund events



- Manage FICA requirements on bank accounts
- Client Relationship Management:
- Manage professional stakeholder communications (written and verbal)
- Draft and issue quarterly investor statements
- Draft and issue Fund reports and communications
- Co-ordinate stakeholder meetings and conferences
- Coordinate and minute quarterly Board meetings
- Interface with key stakeholders on ad hoc communications
- Support capital raising processes and initiatives
- Manage ad-hoc strategic projects and initiatives
- Support IP development and knowledge management
- Procurement Management:
- Manage fund procurement and supplier contracting
- Draft and review supplier contracts
- Conduct supplier service performance reviews
- Manage supplier payments

Leadership competency

Customer Centric
Innovation
Owner Leader
Transformation
Care and Growth Nurturer

Proficiency level

Advanced
Intermediate
Intermediate
Intermediate
Basic

Core competency

Operational Excellence
Change Agile
Emotional Intelligence
Communicates with Impact
Problem Solving

Proficiency level

Advanced
Intermediate
Intermediate
Intermediate
Intermediate

Technical competency

Operations Management
Client Relationship Management
Financial administration
Project Management
Legal and Compliance Management
Business Process Optimisation
Procurement Management

Proficiency level

Advanced
Advanced
Intermediate
Intermediate
Intermediate
Basic
Basic

I have reviewed and determined that this role description accurately reflects the position.

Manager's signature

Date

Employee's signature

Date

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the role described, nor are they intended to be such a listing of the skills and abilities required to perform the work. Rather, they are intended only to describe the general nature of the role.

