



M A T C O

# THE MAURITIUS ADMINISTRATION & TRUST COMPANY MATCO LIMITED

## VACANCY: ADMINISTRATOR

Our client, VAM Marketing Limited, carries out marketing and administrative activities for a global fund management company.

### Purpose of the Role

Our client is seeking an Administrator to perform operational tasks within the team of its Administration Department.

### Core Accountabilities

- Process and record manual dealing instructions (subscriptions, redemptions, transfers and switches) for the funds via an online platform
- Process daily subscriptions and redemptions into an internal operating system
- Confirm front-end fees for both automated and manual transactions to the transfer agent
- Liaise proactively with life companies/investment platforms and IFAs for confirmation of initial fee and all other details for daily trades in the funds
- Assist with daily reporting of fund transactions to transfer agent
- Prepare and send reports to management and sales team
- Assist in resolving dealing-related enquiries and answer queries of sales team and management
- Process paperwork for trades and related activities and maintain proper record keeping
- Help to reconcile daily transactions
- Process deal notes via an online platform
- Follow up with IFAs regarding long outstanding deal notes
- Prepare and send out commission statements and incentive schemes to IFAs and sales team

### Profile

- Prepare and send out commission statements and incentive schemes to IFAs and sales team
- Process distribution agreements
- Perform fund reconciliations
- Follow up on unallocated trades
- Help the Provident Fund Administrator to maintain the register of beneficiaries and with related duties
- Degree in finance, accounting and/or partly-qualified ACCA or any other equivalent qualifications
- Up to one year experience in a similar position
- Client and service-focused with suitable telephone skills
- Energetic, enthusiastic and resilient to pressure
- Excellent interpersonal relations with people at all levels
- Sharp, logical, good common sense, disciplined and a quick learner
- Very good command of Microsoft Office Excel
- Strong communication skills in both English and French

### ABOUT MATCO

Established in 2005, MATCO Limited is a member of the VAM Group of Companies and is one of the leading independent management companies in the international financial services sector. Fully regulated by the Financial Services Commission in Mauritius, MATCO offers a plethora of services for Global Business Companies, Trusts and Funds, ensuring the added benefit of one-stop solutions to business management under one roof.

If you wish to apply, please send your motivation letter and CV  
by email to [hr@matcotrust.com](mailto:hr@matcotrust.com)  
Deadline for submission: 30<sup>th</sup> June 2022