

Role Profile	
Job Title:	Senior Fund Administrator
Reports To:	Manager - Funds
Department:	Funds Team

Purpose:

Fairway Fund Services Limited (“**FFSL**”) provides administration, corporate secretary accounting and Director services to funds and managed entities based in Jersey. In particular, FFSL holds a number of MoME roles for regulated managed businesses which require significant oversight and support. We also provide fund Trustee services via Fairway Fund Trustee Services Limited.

FFSL is part of the wider Fairway Group and benefits from operational, HR and director support from the shared resources.

The primary purpose of the role is to assist the Manager/ Directors of FFSL in the administration of designated fund and managed business clients and the coordination of all aspects of the Company’s service offering including: preparation of minutes of meetings; payments; cash management; major transactions; and dealing with day to day correspondence in respect of client structures.

Key responsibilities

- Assisting with establishing, maintaining and terminating fund, managed business and other corporate structures, and should liaise with clients to build direct relationships;
- Managing client needs and expectations, ensuring a pro-active and responsive personal service is given at all times;
- Participating in client meetings, both held in Jersey and abroad for your allocated clients as appropriate;
- Maintaining accurate statutory records and updating computer database and electronic records;
- Checking and reviewing client structures’ constitutive documents to ensure the services provided by FFSL are compliant with the terms of therein;
- Compliance with internal processes, guidelines and best practices according to regulatory requirements and company policy;
- Co-ordination of director and shareholder meetings, including agenda and board pack preparation, facilitation and attendance of meeting, and timely and accurately recording the minutes of such meetings;
- Preparing and processing bank transfer instructions, including any cash management requirements;
- Preparing and processing investor capital calls, distributions, subscriptions and redemptions;
- Facilitation and ensuring timely management of investment acquisitions and disposals;
- Facilitation of investor reporting e.g. circulation of financial statements, NAV reports, Investment Adviser updates etc.;

- Undertaking client periodic reviews to assist compliance as needed;
- Being aware of and being able to advise (with oversight from your Manager/Director) on CDD requirements for investors and clients;
- Maintaining board meeting trackers, template agendas and actively managing the board meeting process for your clients;
- Ensuring timely and accurate recording of your time for billing purposes and assisting trainees as needed in the team;
- Being able to share your knowledge and train new starters or junior staff on the funds you are responsible for and our internal procedures;
- Maintaining compliance with, and awareness of all funds procedures, and Group applicable procedure, at all times and assisting in promoting a positive compliance culture in the team;
- Providing administrative support to more senior colleagues as required;
- Producing accurate work within industry standard, or agreed timeframes; and
- Any other duties that may be deemed appropriate to this role.

Technical knowledge & skills required

- Attention to detail;
- Strong time management and organisational skills;
- Willingness to study for professional qualifications;
- Excellent interpersonal skills and ability to communicate effectively with clients and colleagues at all levels; and
- Ability to work under pressure and meet deadlines.

Experience / Qualifications

- Educated to at least degree standard or equivalent (with professional qualifications or experience);
- Ideally 3-5 years of demonstrable funds experience, preferably with some knowledge or exposure to corporate structures, SPV administration, or 5 years of relevant financial services experience.

IT Skills

- High level of general competency in Microsoft Office e.g. Word, Excel, and Outlook.

This job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time without change to the level of responsibility appropriate to this post.

Signed & Agreed _____

Dated _____