

WE'RE HIRING

LEGAL MANAGER (EMPLOYEE BENEFITS) - TRUSTEE SERVICES

Position available within Verso Benefits Administrator (Pty) Ltd

If you are looking for an opportunity, in a Group of Companies, which always acts with integrity, are passionate about client service excellence, and are professional and caring in its dealings with all its stakeholders, then Verso should be your first choice.

GENERAL JOB INFORMATION:

We have an exciting opportunity for a highly qualified Legal Manager – Employee Benefits who has a passion for exceptional client service, who is technically strong in pensions law and FAIS compliance and who has overall excellent knowledge of the employee benefits environment. This position requires the candidate to have front office exposure to clients.

QUALIFICATIONS AND EXPERIENCE:

Post Graduate legal qualification and professional recognition – Admitted Attorney (or LLB). Experience with and qualifications in employee benefits and within a pension's law environment is essential.

Minimum seven years Employee Benefits/Pension Fund industry experience.

A proven record of having succeeded in a similar position.

Contactable references.

Microsoft Office experience (Outlook, Word, Excel, PowerPoint).

JOB TYPE:

- Permanent; full time; on-site.
- The incumbent will report at our Bellville office.
- Office hours: 7.5 hours per day. Monday to Friday, between the hours of 08h00 – 17h00, core hours are between 09h00 – 16h00.

REMUNERATION & BENEFITS OFFERED:

Negotiable - based on qualification & years of experience.

Compulsory membership of:

- Verso Umbrella Retirement Provident Fund.
- Employer's risk benefit schemes.
- Discovery Health medical scheme (unless a member of spouse's medical aid).

SKILLS REQUIRED:

We are looking for an exceptional individual who can demonstrate strength of character and self-motivation to succeed in a high-profile role. Ideally you will have:

- Expert technical knowledge of the Employee Benefits industry and be up to date with legislative changes and case law.
- Proven client servicing track record with previous experience in a front office liaison capacity with trustees and Principal Officers.
- Strong organisational skills with a high level of accuracy and attention to detail and with the ability to work calmly and efficiently within tight deadlines.
- Excellent verbal and written communication skills. Must be fluent in English and Afrikaans.
- Pro-active and able to use initiative and be able to self-motivate.
- Must have a strong work ethic.
- Strong managerial skills with a good understanding of the dynamics and value of a team.

KEY DUTIES & RESPONSIBILITIES:

Legal & Technical

- Review court orders and deduction requests for compliance with legislation.
- Draft fund rules / rule amendments and liaise with statutory authorities.
- Review contracts from 3rd party service providers.
- Investigate and respond to Adjudicator complaints.
- Assist in briefing Counsel in legal matters.
- Provide legal support on pensions law matters.
- Stay abreast of legislative changes and case law and ensure relevant stakeholders are kept abreast of changes.
- Provide comments on draft legislation.
- Provide input on product solutions within the employee benefits environment.
- Write articles and provide content for newsletters.

Compliance

- Assist with compliance responsibilities in respect of the section 13B Administrator and FAIS compliance for the FSP.

Section 37C death benefit investigations

- Oversee the team and manage output of the death benefit recommendations.
- Review the death benefit recommendations before submitting to trustees to ensure accuracy and compliance with legislation.
- Presentation of death benefit allocation recommendations to trustees.
- Continuous enhancement of procedures and death claims systems.
- Presentation of section 37C of the Pension Funds Act and case law to retirement funds, members' and participating employers.

Trustee Meetings

- Oversee the collection of information from service providers and Principal Officers.
- Checking of agendas to ensure accuracy prior to distribution.
- Ensure distribution of agendas and supporting documents within specified timeframes.
- Ensure proper record keeping.

- Oversee the preparation of the boardroom for meetings.
- Assist with compilation of minutes.
- Ensure distribution of minutes within specified timeframes.
- Manage the updating of action items emanating from trustee meetings.

General / Technical

- Support link between client and service providers.
- Support role to Principal Officers.

Management

- Management of staff.
- Performance management and review.
- Liaison with Human Resources when necessary.

TO APPLY:

Those that meet the above-mentioned requirements, and/or have other proven relevant skills or qualifications, should submit a detailed CV for the attention of Ms. K Smit to e-mail careers04@verso.co.za by no later than 20 March 2025.

In submitting your information to Verso, you hereby allow us to collect your personal information and process it for the purpose of recruiting for this position.

Should you not receive a response from us by 20 April 2025, accept that your application was unsuccessful.

You may also visit us online at:

- Website: <https://verso.co.za/>
- LinkedIn profile: <https://www.linkedin.com/company/verso-financial-service/>

* Please note that the Verso Group may add, delete or expire jobs at any time.

ABOUT US

The Verso Group of Companies, established in 2000, has a national footprint and is comprised of private companies functioning within the financial services sector. The Verso Group, which has experienced exceptional growth since inception, is an established and trusted brand in the industry. The Group includes the following entities and is expanding rapidly:



VERSO BENEFITS ADMINISTRATOR (PTY) LTD

Retirement fund administration, employee benefits consulting and group risk products.



VERSO HEALTH (PTY) LTD

Brokers of medical aid, gap cover, employee wellness and health insurance products.



VERSO WEALTH (PTY) LTD

Holistic wealth planning inclusive of financial management; retirement planning; personal risk management; estate planning; investment planning; risk cover – disability, death & dread disease.



VERSO TRUSTEE SERVICES (PTY) LTD

S37C death benefit investigations, retirement fund secretariat, legal and technical services to retirement funds, pension funds adjudicator complaints management, communication services for retirement funds and fiduciary services.



VERSO EMPLOYEE BENEFITS CONSULTING (PTY) LTD

A comprehensive employee benefits consulting service encompassing all aspects of prudent retirement fund management and best practice principles.
