

# WE'RE HIRING

## PORTFOLIO MANAGER

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:

The incumbent will report to the Assistant Director: Fund Administration. The incumbent is to assist effectively managing the team regarding administration and associated tasks.

### QUALIFICATIONS AND EXPERIENCE:

- A minimum qualification of Matric with strong accounting and mathematical abilities. Relevant degree/ diploma will be an advantage.
- At least 5 years' experience in supervising a team.
- At least 15 years relevant fund administration (specific Employee Benefits) experience.

### 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:**

- Sound knowledge of Accounting Standards and Practices.
- Good communicator (writing & speaking).
- Commitment to work hard towards goals with enthusiasm and motivation.
- Strong problem-solving skills, combined with specialist knowledge.
- High degree of creativity and innovation.
- Attention to detail and accuracy.
- Organized and assertive.
- Must be able to work independently and under pressure.
- Strong work ethic.
- Must be equipped and willing to train junior staff from time to time.
- Establish and manage relationships with management and clients.

## **KEY DUTIES & RESPONSIBILITIES:**

- Supervise the team, including the member support services function to ensure adherence to service standards.
- Monitor and control the month-end processing and all associated processes, including the application of S13A and Conduct Standard 1 of 2022
- Checking and authorising benefit claims
- System administrator functions, including prices and rates
- Preparation of reports, including administration reports, exception reports, outstanding claims report month-end status report and S13A report
- Perform reconciliations and asset and liability matching reports
- Checking and authorising housing loans
- Evaluate and analyse processes for improvement
- EMP201 submissions and payment and bi-annual submissions
- Manage S14's and recognition of transfers
- Manage and check MIC, Lifestage or Employer Mandate Switches
- Data preparation for Audit and valuation preps
- Manage the preparation and issuing of annual benefit statements
- Manage the team's archiving, filing and general desk areas

## 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 [careers03@verso.co.za](mailto:careers03@verso.co.za) by no later than 17 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 15 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.

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# ABOUT US

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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:

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### **VERSO BENEFITS ADMINISTRATOR (PTY) LTD**

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

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### **VERSO HEALTH (PTY) LTD**

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

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### **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.

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### **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.

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### **VERSO EMPLOYEE BENEFITS CONSULTING (PTY) LTD**

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

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