

# WE'RE HIRING

## PORTFOLIO MANAGER FUND ACCOUNTING

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:**

An exciting opportunity exists for a Portfolio Manager to effectively assist in managing the financial function of the Retirement Funds under administration in conjunction with the Director: Fund Accounting. The ideal candidate should be a motivated hard-working self-starter with fantastic management and problem-solving skills and relevant experience. The successful applicant would need to be deadline driven, proactive, dedicated, and meticulous.

### **QUALIFICATIONS AND EXPERIENCE:**

Matriculated with strong marks in Accounting and Mathematics; B Degree/ diploma or equivalent. Proven relevant technical and professional knowledge as an accountant in the Financial and Employee Benefits Services Industry. Knowledge of tax and other statutory obligations.

### **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:**

Previous experience as Manager is beneficial;  
Sound knowledge of Accounting Standards and Practices;  
Good communicator (writing & speaking)(bilingual will be an advantage);  
Commitment to work hard towards goals with enthusiasm and motivation;  
Positive attitude and open to change;  
Proactive with strong problem solving skills;  
Attention to detail/accuracy;  
Organised 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:**

Full accounting and reporting function which includes:

- Management of staff (1-2 x accountants)
- Review and sign off daily payment requisitions from administrators/fund accountants
- Daily online banking importing to ensure payments are ready for authorizing
- Manage the full month-end process of allocated Funds by reviewing and ensuring all necessary journals, cash flows, bank reconciliations, Fund cost calculations and investment reconciliations are processed accurately and timeously each month
- Review and sign off quarterly statutory reporting to the FSB & SARB
- Assist with preparation of monthly/quarterly management accounts for the Funds (where required)
- Assist with preparation of annual budgets / forecasting for the Funds where required and monitor expenses to ensure they remain within budgets and report thereon
- Preparing BOT and/or Audit committee agenda items timeously (and possible attendance at these meetings as and when required)
- Oversee accounting staff and perform relevant duties during the year-end audit preparations to ensure accurate, complete and relevant information is provided to the external auditors in accordance with their and Verso's deliverables
- Assist with drafting Annual Financial Statements and ensuring submission of signed AFS on Magic
- Ensure work, tasks and staff are organized and all deadlines are met
- Other ad-hoc duties / reports as required and assigned by Director: Fund Accounting
- Be willing and able to assist on tasks of Fund Accountants and other Portfolio Managers whenever there is a need as a result of staff being on leave

## 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 [careers08@verso.co.za](mailto:careers08@verso.co.za) by no later than 30 April 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 31 May 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.