

WE'RE HIRING

Assistant Director

Position available within Verso Benefits Administrator (Pty) Ltd

The Verso Group of companies is wholly owned by Momentum Strategic Investments Proprietary Limited. If you are looking for an opportunity within a group that acts with integrity, is passionate about client service excellence, and treats all its stakeholders with professionalism and care, Verso should be your first choice.

GENERAL JOB INFORMATION:

We have an exciting opportunity for an Assistant Director to join a rapidly expanding and leading Financial Services Company that holds an impeccable reputation within the industry for quality of service.

QUALIFICATIONS AND EXPERIENCE:

Relevant degree – NQF6, further studies an advantage.
At least 15 years relevant fund administration (specific Employee Benefits) experience.
At least 8 years management experience.
Excellent technical knowledge of the industry.
Proven client servicing track record.
Contactable references.

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:

Good verbal and written communication skills in English & Afrikaans.
Understanding of accounting principles.
Articulate presentation and professionalism.
Organised and good time management skills.
Client service orientated.
Attention to detail/ accuracy.
Positive attitude and open to change.
Proactive – uses initiative (Self-starter – able to self-motivate).
Must be able to work independently and under pressure.
Strong work ethic.

KEY DUTIES & RESPONSIBILITIES:

Technical Administration, Compliance, and Strategic Reporting in Retirement Fund Operations.

Objective:

To deliver end-to-end technical support and operational oversight in the administration of retirement funds by ensuring accurate reporting, audit readiness, regulatory compliance, and contributions to business development initiatives, while maintaining service excellence and risk control across all fund activities.

Key Activities

1. MANCO Reporting & Administration Reports
 - Compile, review, and submit monthly and quarterly MANCO reports.
 - Align metrics with internal KPIs and regulatory standards.
 - Source and consolidate inputs from all operational areas for integrated dashboards and exception-based analysis.
 2. Benefit Statements
 - Oversee annual and ad hoc benefit statement generation, ensuring delivery in line with fund rules and legislative deadlines.
 - Implement reconciliation checks and support automation to minimize manual errors.
 3. Audit Preparation
 - Compile documentation, transactional logs, and system outputs for internal and external audit cycles.
 - Address audit queries in collaboration with finance, risk, and compliance.
 - Maintain a state of audit-readiness through consistent recordkeeping and pre-emptive reviews.
 4. Section 14 Transfers & Fund Closures
 - Oversee full Section 14 transfer process for both incoming and outgoing funds.
 - Manage the exit of MANCOs or employers and member communications.
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- Manage the full lifecycle of fund unwinding, including member exits, final reconciliations, surplus allocations, and regulatory closure notifications.
5. Contribution Management & Maintenance
 - Reconcile and report on Section 13A compliance across employers.
 - Process and review monthly fixed/flat fee allocations.
 - Track and manage investment mandate changes and switches per client instruction.
 - Update risk rates on review date for all funds
 - Update admin and consulting fees on review date for all funds
 6. PFA Complaints and Adjudicator Pack Compilation
 - Assemble detailed and defensible submission packs for the Pension Funds Adjudicator (PFA).
 - Include fund rules, transaction records, correspondence history, and system logs.
 7. Errors, Omissions & Continuous Improvement
 - Investigate processing errors, benefit miscalculations, or missed deductions.
 - Lead root cause analysis, document findings, and implement preventative action plans.
 8. New Business Support & Rate Reviews
Ensure that new rates for fees are implemented correctly
 9. Ensure uniformity and standardisation (processes, filing, WOW);
 10. Management reporting and client meeting, investment monitoring and RBC reporting ((e.g. outstanding claims) / trustee, Manco, PO (S13A, S37D, SLA monitoring);
 11. Build and sustain internal relationships with consulting, etc;
 12. Fund (member and pensioner) statistics maintenance & reporting;
 13. Admin consulting, marketing and networking;
 14. New and existing business presentations;
 15. Present client/ fund induction sessions;
 16. External regulatory liaison;
 17. Error & Omissions Management and Reporting;
 18. Performance management & Review;
 19. Banking authorisations;
 20. Checking fund installations;
 21. Perform daily administration checking and authorising functions;
 22. Act as client contact;
 23. Perform "legal" research as required;
 24. Audit and valuation involvement; &
 25. Manage rule amendments.
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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 careers12@verso.co.za by no later than **28 October 2026**.

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 30 November 2026, 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 EMPLOYEE BENEFITS CONSULTING (PTY) LTD

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

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 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.