

WE'RE HIRING

SENIOR ADMINISTRATOR (MONTH-ENDS)

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:

Provide accurate administrative support, to enable the client service area to deliver a professional service to clients within Service Level Agreements and legislative /compliance requirements with regards to month-ends.

QUALIFICATIONS AND EXPERIENCE:

- Matric or equivalent with Mathematic/ Accounting as subject
- 3-5 years' experience in Employee Benefits
- Extensive industry knowledge, product knowledge and relevant legislation
- Intermediate experience with MS Office Suite (Word, Excel), i.e. VLOOKUP

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:

- Attention to detail and high level of accuracy;
- Ability to work under pressure;
- Self-starter and excellent organising skills;
- Committed and reliable with integrity;
- Good verbal & written communication skills.

KEY DUTIES & RESPONSIBILITIES:

- Receipt of monthly contributions as received from the employer
- Allocate contributions to the member records on the Administration system
- Ensure that any anomalies are resolved prior to finalization of the month end allocation
- Report any under and over payments of contributions
- Loading of new members
- Updating of static member data as per the employer schedule
- Payment of risk premiums to the respective insurers where applicable
- Sending off the risk schedules to the respective insurers where applicable
- Assist with the calculation of broker commission where applicable
- Notifying the employer of late payment in terms of Section 13A of the Pension Funds Act
- Reporting of non-compliance in terms of Section 13A of the Pension Funds Act
- Any other ad-hoc tasks as agreed upon

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 careers11@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.