



Designation: PP1167 - Fund Accountant
Category: Corp Operations
Posted by: Alexander Forbes
Posted on: 27 Jul 2026
Closing date: 04 Aug 2026
Location: Sandton

Purpose of the Job:

Overview:

Join a team that makes a difference

Alexander Forbes is looking for a detail oriented and analytical Fund Accountant to join our Fund Accounting team. This role is responsible for managing a portfolio of terminating and liquidating retirement funds, ensuring the timely preparation of financial statements, maintaining strong client relationships and ensuring compliance with regulatory and internal requirements.

This opportunity is ideal for an accounting professional who enjoys working with financial data, solving problems and delivering excellent service in a fast paced environment.

What you will be responsible for

- Managing a portfolio of retirement funds and ensuring all administration and accounting processes are completed accurately and on time.
- Preparing high quality annual financial statements and coordinating the submission of financial statements within regulatory deadlines.
- Managing audit processes and ensuring readiness before audit commencement.
- Completing monthly, quarterly and annual fund accounting activities, including bank reconciliations, cashflows, investment transactions and financial reporting.
- Resolving financial, accounting and audit queries while maintaining high levels of compliance and accuracy.
- Building strong relationships with clients, trustees, auditors and internal stakeholders.
- Supporting the closure and liquidation process of allocated funds.
- Ensuring Treating Customers Fairly principles are embedded in all client interactions and service delivery.

What we're looking for

Qualifications

- Matric (Grade 12) essential.
- Higher Certificate in Accounting or a related field.

Experience

- Minimum 3 years' industry related experience.
- Experience within retirement fund administration, fund accounting or financial services will be advantageous.

Skills and Competencies

- Strong accounting and financial reporting knowledge.
- Intermediate to advanced Microsoft Excel skills.
- Knowledge of the Pension Funds Act and retirement fund industry practices.
- Excellent written and verbal communication skills.
- Strong analytical and problem solving abilities.
- Ability to manage multiple priorities and meet deadlines.
- Resilient, accountable and solutions focused.
- Strong stakeholder engagement and relationship management skills.

Why Join Alexander Forbes?

At Alexander Forbes, we are passionate about helping our clients secure their financial futures. You'll be joining a collaborative environment where continuous learning, innovation and excellence are valued. This is an opportunity to build your expertise within a respected market leader while contributing to meaningful outcomes for clients and fund members.

The company's approved employment equity plans and targets will be considered as part of the recruitment process. As an equal opportunities employer, we actively encourage and welcome people with disabilities.