Designation:	Administrator | Constantia, Cape Town | Permanent
Category:	Administration and Operations
Job Level:	Semi-skilled and discretionary decision making
Posted by:	PSG Financial Services
Posted on:	10 Sep 2026
Reference Number:	POS05243
Closing date:	30-Sept-2026
Position Type:	Permanent
Location:	Constantia Main Road

Overview:

VACANCY | ADMINISTRATOR | CONSTANTIA, CAPE TOWN | PERMANENT

PSGs commitment to transform and embrace diversity is what drives us to achieve a diverse workplace with employment equity as a key goal to create an inclusive workforce. In achieving our employment equity goals, we give preference to applicants from designated groups, and we encourage people with disability to apply.

Job description:

Reporting to the Operations Manager, you will be supporting the Operations department.

Responsibilities:

Cash Management & Reconciliations

- Cash reconciliation functions: Perform daily cash and bank reconciliations, ensuring all balances and transactions are accurately matched and reconciled
- Investigate, resolve, and escalate reconciliation breaks, cash discrepancies, and outstanding items within agreed timelines
- Produce reconciliation reporting, monitor aged items, and support audit, regulatory, and governance requirements
- Identify process improvements and automation opportunities to enhance reconciliation efficiency, controls, and risk management

Middle Office & Operations

- Trade settlement management on UT Funds
- Minimisation of miss deals. Monitor trade execution, perform accuracy & completeness checks, investigate exceptions, and ensure timely resolution of breaks.
- Capturing/Reviewing data into/on the system - Instrument setups
- Accurate and in time processing - trade uploads, various trade types
- Fund Manager Reporting – Ad hoc requests, Proxy Voting etc
- Improving and reviewing existing processes. Identify efficiency opportunities, support system enhancements, document procedures, and contribute to automation initiatives that strengthen controls
- Other operational tasks (Account opening, Due Diligence + Projects)
- Attending to internal and external queries timeously
- Demonstrate and understanding and awareness of TCF principles
- Maintain internal/external relationships. Liaise with fund managers, custodians, administrators, pricing teams, and other internal stakeholders to resolve queries and ensure operational efficiency

Minimum requirements:

- Relevant qualification (relevant financial qualification)- BCom Finance, Economics, BAdmin degree
- 3-5+ years' relevant experience within financial services
- Experience working with banks, custodians, administrators, or investment management systems

Competencies required:

- Proficient in Microsoft Excel and reconciliation systems
- Strong reconciliation, analytical, and problem-solving skills
- High attention to detail with the ability to identify and investigate discrepancies
- Good understanding of cash management processes and financial controls
- Strong organisational skills with the ability to manage multiple priorities and meet deadlines
- Proactive and action orientation

- Specialist knowledge - Trade cycles, fund manager reporting, fund reconciliation
- Effective communication and stakeholder management skills
- Ability to work independently while contributing to a team environment
- Quality and detail orientated
- Interpersonal skills (Interaction with different business divisions and level of management)
- Solutions driven and a continuous improvement mindset with a focus on process efficiency and automation
- Industry specific knowledge -Instrument trade types, broker relationships, market requirements

How to apply:

Candidates interested must apply on the PSG Careers website https://www.psg.co.za OR browse vacancies https://bit.ly/3bD2iAk by no later than 30 September 2026. By submitting your application, you are giving PSG Financial Services implicit consent to the storage and processing of your personal information. If you are not contacted within 2 weeks of your application, please accept that your application was unsuccessful.