



Designation:	PP0925 - Fund Accountant
Category:	Corp Operations
Posted by:	Alexander Forbes
Posted on:	02 Sep 2026
Closing date:	10 Sep 2026
Location:	Sandton

Purpose of the Job:**Overview:**

Fund Accountant

Join Alexforbes as a Fund Accountant

Are you an analytical thinker with a passion for numbers, reconciliations, and delivering exceptional client service? We are looking for a **Fund Accountant** to join our team and support the financial administration and accounting activities of retirement funds.

This role is ideal for someone who thrives in a detail driven environment, enjoys solving complex financial queries, and has a strong understanding of retirement fund accounting.

What You'll Do

- Prepare and perform accurate fund, bank, and premium reconciliations.
- Monitor and resolve unallocated accounts and financial discrepancies.
- Produce cash flow and management reports.
- Process administration and reinsurance premium payments.
- Maintain accurate records and ensure compliance with applicable procedures and legislation.
- Build strong relationships with clients, service providers, and internal stakeholders.
- Manage queries professionally and ensure service level agreements are met.
- Contribute to operational excellence through accuracy, accountability, and continuous improvement.

What We're Looking For

Qualifications

- Matric is essential.
- Higher Certificate or Diploma in Accounting will be advantageous.

Experience

- 2 to 3 years' experience in retirement fund accounting.
- Strong accounting and reconciliation experience.

- Advanced Microsoft Excel skills are non negotiable.
- Experience with VLOOKUPs, XLOOKUPs, and financial reporting.
- Knowledge of retirement funds and the Pension Funds Act is advantageous.

Key Skills

- Strong analytical and problem solving ability.
- High attention to detail and accuracy.
- Excellent communication and stakeholder management skills.
- Ability to manage deadlines and work under pressure.
- Strong sense of accountability and ownership.
- Team player with a client focused mindset.
- Ability to work independently and manage a portfolio of funds.

Why Join Alexforbes?

At Alexforbes, we invest in our people through career development opportunities, competitive rewards, comprehensive benefits, and a culture that values excellence, collaboration, and continuous learning.

If you are looking to grow your accounting career within a leading financial services organisation, we'd love to hear from you.

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.