



SENIOR ESTATES ADMINISTRATOR

OLD MUTUAL WEALTH IS A GROWING BUSINESS REPRESENTING THE FINANCIAL PLANNING OF THE FUTURE...

FAIRHEADS TRUST – SOON TO BE OLD MUTUAL WEALTH TRUST COMPANY – IS PART OF THIS BUSINESS. ITS EXPERIENCED TEAM IS RESPONSIBLE FOR PROVIDING FIDUCIARY SERVICES TO KEY FINANCIAL PLANNERS AND THEIR CLIENTS.

WE ARE LOOKING FOR AN EXPERIENCED SENIOR ESTATES ADMINISTRATOR FOR OUR CENTURY CITY OFFICE.

MINIMUM REQUIREMENTS

Qualifications

- Matric
- Accounting knowledge an advantage

Experience

- 5+ years current, practical and relevant experience in the winding up of estates
- Excellent administrative, servicing, coordinating, support, relationship management and innovation skills
- Computer literacy: Word, Excel

JOB SPECIFICATION

- Administration of deceased estates (from beginning to end)
- Up-to-date Estate files: forms, assets, liabilities, correspondence, copies of relevant documents, follow ups, preparation and drafting for the L&D account
- Assist in final transfer of assets
- Prepare final receipts and affidavits
- Assist clients with SARS requirements and may require SARS visits
- Assist clients with any other requirements that they may need support with (banking, accounts, utility bills, internet banking etc.)
- Working knowledge of basic legal principles
- Ability to maintain strict confidentiality
- Liaise with client
- Client facing; personable and presentable

HOW TO APPLY

Please send your CV to fiduciary@omwealth.co.za for attention Naayma Domingo, by 31 August 2015.

We will only correspond with short listed candidates. Should you not hear from us within 10 working days, please consider your application unsuccessful.